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ABSTRACT

This 1975 handbook is arranged in seven separate sections dealing with: organization and administration; Financial Secretary's Office; Division of Student Affairs; academic organization; executive affairs and development; intercollegiate athletics; and university-community relations. Specific policies related to faculty members include such areas as: tenure, faculty committees, budgets and teaching loads, promotion, academic freedom and responsibility, faculty organization, research and consulting services, leaves of absence, travel, health insurance and other fringe benefits. (LBH)

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Faculty Handbook



UNIVERSITY OF SOUTHERN MISSISSIPPI

HE 007 267

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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UNIVERSITY OF SOUTHERN MISSISSIPPI
HATTIESBURG • MISSISSIPPI
PLOT PLAN OF CAMPUS

WASTED ASSOCIATES INC. *Scenicgraphs Architects* OCTOBER 1974



University of Southern Mississippi

Southern Station, Box 1
Hattiesburg, Mississippi 39401

Office of the President

July 21, 1975

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES

The University of Southern Mississippi offers equal educational and employment opportunities to all persons without discrimination and without regard to sex, race, color, religion, or national origin.

All employees and students shall be afforded these equal educational and employment opportunities and no office, department, facility, nor organization shall permit any activity which might deny any person these equal opportunities.

Aubrey K. Lucas

President

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PART I

ORGANIZATION AND ADMINISTRATION

THE BOARD OF TRUSTEES OF STATE INSTITUTIONS OF HIGHER LEARNING

The University of Southern Mississippi is one of eight institutions operating under the authority and control of the Board of Trustees of State Institutions of Higher Learning, a body created by constitutional amendment in 1944 to separate state-supported universities and colleges from direct political influence. Except for one four-year-term "LaBauve Trustee" whose responsibility is limited to the University of Mississippi, the Board consists of twelve members appointed by the Governor with the approval of the Senate for terms of twelve years, but with the terms staggered so that no one governor can gain appointive control of the Board. One member is named from each of the seven congressional districts as constituted in 1914, one from each of the three state supreme court districts, and two from the state-at-large.

Current members of the Board are as follows:

Members Whose Terms Expire May 7, 1984

Bobby L. Chain	Sixth Congressional District	Hattiesburg
Dr. Robert W. Harrison	Central Supreme Court District	Yazoo City
Travis E. Parker	State-at-Large	Drew
Miriam Quinn Simmons	Southern Supreme Court District	Columbia

Members Whose Terms Expire May 7, 1980

Dr. Verner S. Holmes	Seventh Congressional District	McComb
Boswell Stevens	First Congressional District	Macon
Dr. R. C. Cook	State-at-Large	Hattiesburg
William M. Shoemake	Fifth Congressional District	Meridian

Members Whose Terms Expire May 7, 1976

Milton E. Brister	Fourth Congressional District	Kilmichael
M. Paul Haynes	Northern Supreme Court District	Baldwyn
Thomas N. Turner	Third Congressional District	Belzoni
Mike P. Sturdivant	Second Congressional District	Glendora
Ross L. Franks	La Bauve Trustee	Hernando

Officers of The Board

William M. Shoemaker, Chairman

Dr. E. E. Thrash, Executive Secretary and Director

Administrative offices of the Board are in the Research and Development Center, Jackson. The Board selects its own Executive Secretary. Dr. E. R. Jobe was chosen the Executive Secretary in 1944, and remained as secretary until 1968, a fact which contributed greatly to the continuity and coherence of Board policy and practice. Dr. E. E. Thrash became the Executive Secretary in July, 1968.

The Board has complete responsibility for all functions of the institutions under its governance except for the powers over building and construction which are exercised by the Building Commission. The pertinent section of the Mississippi Code reads as follows:

The Board shall have general supervision of the affairs of all the institutions of higher learning; the departments and schools; the power in their discretion to determine who shall be privileged to enter, to remain in, or to graduate therefrom; the conduct of libraries and laboratories; the care of dormitories, buildings, and grounds; the business methods and arrangement of accounts and records; the organization of the administrative plan of each institution; and all other matters incident to the proper functioning of the institutions. The Board shall have the authority to establish minimum standards of achievement as a prerequisite for entrance into any of the institutions under its jurisdiction, which standards need not be

uniform between the various institutions and may be based upon such criteria as the Board may establish.

State funds for higher education are appropriated not to the separate institutions but to the Board of Trustees; and the Board divides the available funds among the several institutions by equitable formulae providing for levels of instruction, research, administration, maintenance, libraries, etc., according to the Board's approved budget practices which guide institutional requests.

The comprehensive powers and duties of the Board of Trustees are exercised at present through three main agencies; first, the Board's own staff which, in addition to Executive Secretary and Director, Dr. Thrash, includes an auditor, an architect, and a research assistant; second, a set of standing committees of the Board; and third, the Presidents Council, composed of heads of the institutions of higher learning over which the Board has jurisdiction. All three of these advisory and executive adjuncts of the Board work together to bring the best possible combination of lay and professional abilities to bear on any particular problem.

BY-LAWS AND POLICIES OF THE BOARD OF TRUSTEES
OF STATE INSTITUTIONS OF HIGHER LEARNING

Revised October 17, 1974

Employment and Tenure of Faculties of
Institutions of Higher Learning in Mississippi

Authorization for employment:

1. The statute applicable is as follows:

The Board shall have the power and authority to elect heads of the various institutions of higher learning and to contract with all deans, professors, and other members of the teaching staff and all administrative employees of said institutions for a term of not exceeding four years; but said Board shall have the power and authority to terminate any such contract at any time for malfeasance,

inefficiency, or contumacious conduct, but never for political reasons. It shall be the policy of the Board to permit the executive head of each institution to nominate for election by the Board all subordinate employees of the institution over which he presides. It shall be the policy of the Board to elect all officials for a definite tenure of service and to re-elect during the period of satisfactory service.

2. Delegation of authority:

Acting under appropriate statutory authority, the Board of Trustees hereby empowers the executive heads of the several institutions to nominate individuals for the position in the teaching staffs of the respective institutions, and to adopt policies of continuing employment for the purpose of making nominations for the teaching positions.

3. Retention of authority:

The Board of Trustees reserves the right to examine all nominations for teaching positions in the several institutions and to accept or reject any such nomination.

In the event of the rejection of the nomination, the Board of Trustees will inform the executive head of the institution as to its reasons and the executive head of the institution may re-submit the nomination with clarifying explanations or submit a substitute nomination.

In the event the rejection of a nomination constitutes a termination of employment, a full and appropriate hearing will be held, if requested by the faculty member terminated.

Minimum standards for continuing employment for use of executives in making nominations:

1. There shall be appropriate tenure committees in each institution.
2. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
3. Faculty members holding the rank of instructor shall be employed on one-year contracts renewable at the discretion of the institution. Full-time employees in one of the professorial ranks may be granted continuing employment under the provisions outlined below.
4. Beginning with appointment at the institution to any professorial rank (assistant professor, associate professor, professor), the probationary period shall be five to seven academic years, three years of which may have been met in the rank of instructor. Upon reappointment after the conclusion of the probationary period, a professor of any rank shall have continuing employment only when so informed in writing by the head of the institution.
5. Termination of service of a person with continuing employment is made only under extraordinary circumstances because of (1) financial exigencies or (2) termination of programs or (3) for cause.
6. Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment shall not be recommended by the executive head of the institution without submitting the recommendation of the tenure committee. If requested, the administration of the institution shall arrange for a hearing. In all cases the accused teacher, at least one month before the hearing, shall be informed in writing of the charges against him and shall have the opportunity to be heard in his own defense. He shall be permitted to have with him an adviser of his own choosing who may act as counsel.

If the teacher so desires, there shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony shall include that of teachers and other scholars. Teachers on continuous appointment, who are dismissed for reasons not involving moral turpitude, shall be employed for at least a year from the date of notification of dismissal; however, at the discretion of the institution and the Board of Trustees the teacher's salary may be paid, and he may be relieved of teaching duties.

7. A non-tenured faculty member above the rank of instructor who is not to be continued shall be given notice of dismissal not later than three months before the expiration of his appointment in the first year of service; not later than six months before the expiration of his appointment in the second year of service; and not later than twelve months before the expiration of his appointment after two or more years of service.
8. Resignation should be tendered at least three months prior to the expiration date of the then current contract.

FACULTY MEETINGS

Faculty meetings are called by the President as and when necessary during the academic year. Since the meetings are not called without good reason, all faculty members and administrative officers are expected to be present. The meetings begin on time.

FACULTY BULLETIN

The Faculty and Staff Bulletin is no longer published, having been replaced by "The Scene At Southern," which is published weekly and monthly for the faculty and staff.

The weekly "Scene At Southern" contains news stories about USM personnel on the faculty and staff, plus announcements and items of interest to the University community.

A classified section is also published. The monthly contains the same material as the weekly, but also emphasizes photographs and feature articles.

FACULTY COMMITTEES

The President of the University appoints the standing faculty committees at the beginning of each academic year, these committees being listed in the University Bulletin. In addition to these regular committees, special committees may be appointed to handle specific problems. It is the policy of the administration to keep committee work to a minimum; however, the administration recognizes that active faculty committees make significant contributions to the development of the University.

BUDGETS AND TEACHING LOADS: SPECIAL ASSIGNMENTS

Each spring the President conducts budget hearings with a committee consisting of himself, his Executive Administrative Assistant, the Financial Secretary, the Dean of the University, plus the particular dean immediately concerned. Each department chairman brings his budget proposals before this committee. The annual budget resulting from this review goes into effect on July 1.

Teaching Loads. Standard Five of the Southern Association of Colleges and Schools has this to say about teacher loads in undergraduate institutions:

The teacher should not be burdened with such a heavy load that his effectiveness as a teacher is impaired by inadequate time for research, for recreation, and for other personal needs. Sixteen credit hours should be considered the maximum load which a teacher should carry, counting two hours of laboratory instruction as one credit hour. All specialized teaching in extension work, correspondence courses, honors programs, and instructional service in other institutions shall be counted fully as part of each teacher's credit hour load. Assigned administrative responsibilities, committee work, and supervision of extra-curricular activities should be considered in the determination of teaching loads.

Within the letter and spirit of this standard, the policy of the University is to make full use of its teaching staff as the best way of serving the people of Mississippi. The normal teaching load of a faculty member is twelve semester hours. Chairmen of departments and certain other faculty members with heavy administrative responsibility or research duties carry fewer hours. These standards apply to all teaching assignments, whether they be on-campus and/or off-campus.

Summer School. Since its establishment, the University of Southern Mississippi has operated a summer school, enabling teachers to improve their professional training during their vacation period. The summer quarter has also enabled students to complete their programs in up to one year less than the normal time required. The summer session is distinguished by the large number of conferences, institutes, workshops, and other special programs offered.

Division of Extension and Public Service. The ever-expanding continuing education program offered by the University consists of the following services: independent study courses at the high school and university levels; conferences and workshops with or without credit; community service courses of a non-credit nature on or off the campus; and, extension courses. The University's degree-granting campuses are operated through the Division. Instruction in these programs is provided by full-time faculty employed by the Division of Extension and Public Service, supplemented by part-time faculty and on-campus faculty who assume the responsibility of teaching off-campus courses as a part of their total class loads.

Instruction by University faculty, including twelve-month employees, in approved non-credit programs (non-credit courses, conferences, workshops, etc.) sponsored through the Division of Extension and Public Service is not: (1) considered to be a part of faculty member's normal teaching load, (2) a teaching overload, or (3) consultant work. Faculty members may participate in this type of activity provided that it does not interfere with their normal University responsibilities and that it meets with the approval of their department chairman.

It is the responsibility of the faculty member to keep his department chairman informed of his participation in activities of this type.

Compensation for teaching non-credit programs sponsored by the Division of Extension and Public Service will be in accordance with payment standards established by the Dean of Extension and Public Service and approved by the Dean of the University and the Financial Secretary.

Graduate Fellowships and Stipends. The Graduate School offers a number of fellowships to the most promising students enrolling in the University as candidates for the master's or doctoral degree. Such graduate fellows are usually assigned to instruct one class or to do an equivalent amount of work in the department of their major.

The University has also been awarded several stipends under the National Aeronautics and Space Administration, the National Defense Education Act, and the National Science Foundation, and other federal programs.

PROMOTION POLICY AND PROCEDURE

September 16, 1969

I. Prefatory Statement

All new appointments and promotions should, generally speaking, originate at the departmental level and be processed through normal administrative channels. Once conditions of employment are determined, a permanent file should be maintained on all persons, recording all changes of status. On whatever level originated, any request or recommendation for promotion must be forwarded through appropriate administrative channels with favorable or unfavorable endorsements to the President of the University.

II. Standards for Selection and Promotion

A. Principles for Selection and Promotion

All educational training from foreign universities, conservatories, etc., will be equated into the American standards. This applies to all areas of Section B.

1. It is intended that the qualifications for particular ranks shall apply only to teachers who are being newly employed or who are eligible for promotion, and that the qualifications for particular ranks shall not be used as the basis for demotion of any teacher currently employed.
2. Promotions in rank are not merely matters of routine or of seniority; rather, they constitute a recognition of merit according to the criteria of Section B below.
3. Criteria for evaluation and recognition should be progressively exacting from lower to higher ranks. In each instance promotion should be recommended only upon clear attainment of the standards required for the rank in question.

B. Qualification for Particular Ranks

1. Instructor

- a. Master's degree in the subject matter the teacher proposes to teach, or
- b. Bachelor's degree in the subject matter the teacher proposes to teach, plus
 - (1) Professional experience in his teaching field, and
 - (2) High standard of scholarship or performance in his specialty.

2. Assistant Professor

- a. A terminal degree in area of responsibility, or
- b. In lieu of the terminal degree exceptional qualifications in one of the following categories:
 - (1) Completion of residence work toward doctors's degree with the expectation that the degree will be earned within a reasonable time, and successful teaching experience.

(2) In a field where the doctorate is not the available terminal degree, one year of graduate study beyond the master's degree, plus accomplishments germane to the area of teaching.

(3) Exceptions for Special Areas

(a) College of Business Administration

A master's degree, professional certification, and successful teaching or professional experience.

(b) College of Liberal Arts

In the Departments of Criminal Justice, Journalism, and Radio-Television-Film, a master's degree, plus successful experience in the medium of training and in teaching.

(c) School of Home Economics

A master's degree in the field of specialization, and

i) One year of graduate work in the field of specialization, or

ii) Successful teaching experience in the area of specialization.

(d) School of Nursing

A master's degree in the area of specialization, or

i) One year of graduate work in area of specialization or

ii) Successful practice in area of specialization.

(e) College of Fine Arts

A master's degree in area of specialization, plus

- i) Successful experience in field of teaching, and
- ii) Recognition for creative productions or superior performance in his field.

(f) College of Education and Psychology

The equivalence of a specialist's degree and successful teaching experience.

3. Associate Professor

- a. Terminal degree in area of responsibility.
- b. Demonstrated competence in teaching and/or research and publications.

Exception for College of Science and Technology:

Demonstrated competence at the University of Southern Mississippi in teaching, research, and publication.

4. Professor

Premised on

- a. Having met minimum qualifications for all lower ranks stipulated above, and
- b. Having attained individual distinction for scholarly research and/or sustained high quality performance as a teacher, administrator, or artist in his area of professional responsibility.

Exception for College of Science and
Technology:

Having attained individual
distinction for scholarly
research and sustained high
quality performance as a
teacher or administrator in
his area of professional
responsibility.

5. Special Recognition

In exceptional cases an individual with
rare talents and accomplishments and who
is highly recognized for his scholarly
productions, unique contributions in his
field, and high quality artistic performance
should be eligible for special rank. These
should be very rare and bear one of the
following titles:

a. Distinguished University Professor

One who merits this rank should have
certain privileges. Among these are:

- (1) Reduction in University load
- (2) Freedom to undertake creative
and innovative projects of
personal interest.
- (3) Expense allowance to encourage
these innovative ideas and
activities.

b. Artist in Residence.

ACADEMIC FREEDOM AND RESPONSIBILITY

The Board of Trustees of State Institutions of Higher Learning published a "State of Findings" on August 27, 1959, which said in part:

It is the policy of this Board that there should prevail at our universities and colleges an atmosphere of freedom in their research, teaching, programs and services and that there should be no political or subversive propagandizing in the academic programs. It is proclaimed with equal fervor that academic freedom does not mean academic license. With freedom there must be responsibility for statements, speeches, and actions.

The current standards of the Southern Association of Colleges and Schools include this paragraph in the "Illustrations and Interpretations" section:

The institution should adopt and record a statement of the principles of academic freedom to which it subscribes, and within these principles faculty members should be secure in their freedom of teaching and investigation and in their right to participate as responsible citizens in community activities. Nothing in this statement of principles is intended to protect an incompetent or negligent faculty member or to prevent the institution from making proper efforts to evaluate the work of each instructor. The tone of the institution, however, should be conducive to high faculty morale and a strong sense of faculty freedom and initiative.

The following principles developed by the Association of American Colleges in collaboration with the American Association of University Professors and subscribed to by the American Association of Colleges for Teacher Education are followed explicitly by the administration of the University of Southern Mississippi:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the college or university.
2. The teacher is entitled to freedom in the classroom in discussing the subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of the aims of the institution should be clearly stated in writing at the time of the appointment.
3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

FACULTY ORGANIZATION

American Association of University Professors. The University of Southern Mississippi has a chapter of the American Association of University Professors. All faculty members are eligible for membership and are cordially invited to join. To hold membership in the local chapter, a faculty member must first become a member of the national organization. Application forms

may be obtained from the president or secretary of the local chapter.

The following is a statement of purpose:

To bring about more effective cooperation among the members of the profession in the discharge of their special responsibilities as custodians of the interests of higher education and research in America; to promote a more general and methodical discussion of problems relating to education in institutions of higher learning; to create means for the authoritative expression of the public opinion of the body of college and university teachers; to make collective action possible, and in general to maintain and advance the ideals and standards of the profession.

The local chapter subscribes to and abides by the guidelines of the national association as contained in its various published statements of principles; e.g., the 1968 Recommended Institutional Regulations on Academic Freedom and Tenure, the 1966 Statement on Professional Ethics, the 1966 Statement on Government of Colleges and Universities, the 1964 Statement on Procedural Standards in Faculty Dismissal Proceedings.

FACULTY RESEARCH

I. Policy Statement

The University of Southern Mississippi is committed to educational objectives which include as equally important goals, the acquisition of new knowledge through fundamental research, the dissemination of existing knowledge, and the providing of beneficial services to the people of the State of Mississippi and the nation.

The University encourages faculty members and students to engage in research, including that sponsored by such outside agencies as foundations, government, and private industry. For it is only through continued and expanded research activity that the excellence of teaching programs can be maintained and improved and

the function of the University as a contributor to the fund of knowledge fulfilled. Important reciprocal benefits from sponsored research occur to the University and to sponsoring foundations, governmental agencies, and industries, if the basic purposes and functions of each are duly respected.

Because the justifications of research in a university are twofold, to advance or produce new knowledge and to train students, especially at the graduate level, the Dean of the University has assigned the responsibility for coordination of the research programs of the faculty to the Dean of the Graduate School. The Dean of the Graduate School/Coordinator of Research acts in an advisory capacity to the Dean of the University to review the recommendations of the deans of the colleges, schools, and other educational and research units of the University, with respect to research and training programs as they relate to the University's graduate education program.

This statement of policy has been developed to serve as a guide in evaluating administrative aspects of potential sponsored research projects.

- A. Knowledge advances through the creativity of individual scholars working either singly or in groups. Research projects will be encouraged which are consistent with the University's goals.
- B. Some sponsoring agencies have rather specific purposes and sometimes even specify problems which they wish to support. The University, through the Office of Research and Projects, will make these opportunities known to faculty who may be interested. However, faculty will be encouraged to participate only if the proposals are consistent with their research interests and aspirations.
- C. Sponsored research projects should, whenever possible, include provisions to the effect that the substitution of new lines of inquiry for the remainder of the grant or contract will be permitted in case the inquiry as originally envisaged no longer appears fruitful.

- D. Sponsored research should be consistent with the policies and plans of the department or departments in which the research will be conducted. The research should be carried out under the research directorship of one or more faculty members within a regular department of the University, through the cooperation of several departments, or through one of the research units (bureaus, institutes, etc.) established within the various schools and colleges.
- E. Large-scale research projects should be so managed as not to disrupt unduly the established research and teaching programs of the institution, for example:
 - 1. Sponsored research should be accepted only if appropriate space and facilities are available.
 - 2. Provisions should be made for continuity of sponsored support in order to stabilize required staff.
- F. Progress reports to sponsoring agencies should be filed promptly and kept at a minimum to avoid unprofitable expenditure of time and energy on the part of the researcher.
- G. In seeking or accepting support for sponsored research, care should be exercised to insure compatibility with the unique functions and purposes of research at a university. Routine testing as an end in itself is considered incompatible with the purposes of university research.
- H. The University should retain the right of first publication for its scholars. The imposition of restrictions on publications of research results, either for secrecy or for patent reasons, is incompatible with the basic concept of an educational institution.
- I. The entire cost (both direct and indirect) of sponsored research should be carefully determined and recorded. The funding of total project cost, including full indirect cost recovery, should be requested from the sponsoring agency, except in those cases where matching is required;

and in those instances the University should attempt to provide the additional funding with the full recognition that it is making a contribution to the cost of the work proposed.

- J. Research projects should conform to established University policy on patent and copyrights adopted by the Board of Trustees of State Institutions of Higher Learning, State of Mississippi, 1954.
- K. Proposed research projects involving the use of human subjects shall be reviewed by the Human Subjects Protection Committee and recommendations made as to the acceptability of the proposed protection of human subjects.

II. Organization For The Administration Of Research

A. Coordinator of Research

The Dean of the Graduate School acts as the Coordinator of Research Programs for the University at the direction of the Dean of the University. He acts in an advisory capacity to the Dean of the University to review the recommendations of the deans of the colleges, schools, and other educational and research units of the University with respect to research and training programs as they relate to the University's graduate education program. He is a member of the Faculty Research Council and represents the University on various inter-university research consortium councils to help effectively promote and coordinate the University's research program. As Coordinator of Research he also acts as the University contact for patent and copyright development, administers extramural institutional support programs, and serves as Chairman of the Human Subjects Protection Committee.

B. Office of Research and Projects

A functional relationship is maintained by the Coordinator of Research with the Office of Research and Projects, and administrative support is provided by this office which operates

under the responsibility of the Financial Secretary. The Director of the Office of Research and Projects coordinates the activities of this office which include information dissemination on potential sponsor's programs, proposal development and negotiation, contract and grant administration, and fiscal control and reporting functions. As the office-of-record this office reports to the Board of Trustees all gifts, grants, contracts, and similar benefits accruing to the University. Specific guidelines for submitting research projects and proposals for either University support or extramural support are available upon request.

III. University Policies On Research And Projects

The following is a statement of policy relative to the University's involvement and its support of research, institutes, training grants, and consulting practices of faculty members. This policy statement recognizes the commitment of the University to these activities; and stresses the importance not only of teaching but also of the values of research, services, and consultation to the State and to the community.

A. Load

As stated elsewhere in the Faculty Handbook, the normal teaching load of a faculty member is twelve semester hours. Chairman of departments and certain other faculty members with heavy administrative responsibility or research duties carry fewer hours. A faculty member's obligation includes classroom teaching, student advisement, research, writing, committee work, administrative services, and public services.

B. Released Time

The University's normal manner of providing for research, institutes, or projects will be in terms of released time from other faculty obligations. The usual released time for teaching faculty members on University-approved research or projects will be one-fourth time, or an equivalent amount of time for non-teaching faculty, unless unusual circumstances warrant an exception.

This does not preclude a greater or lesser amount of released time for a faculty member assigned to an institute or project.

C. Compensation

Additional compensation will not be given for work on sponsored research, projects, or institutes. For those faculty members on a twelve-month (12) contract the amount of time spent on research or project activities can be identified and treated as released time with the University assuming responsibility for the total salary and being reimbursed for that portion of the faculty member's time devoted to research, projects, or institute activities. For faculty members on a nine-month (9) contract the same procedure will be followed for activities during the academic year. The rate of pay for full-time summer work on either research projects or institutes for the faculty member on a nine-month (9) contract will be the same as the regular summer salary at the University. Exceptions to this policy are those provided by either the Bureau of Budget A-21 Circular or a specific funding agency. The Bureau of Budget specifies that in some instances where an individual does in fact, work a full three months during the summer rather than only the regular summer term, he may receive compensation for the three-month period. Other exceptions are provided by specific guidelines of funding agencies that allow additional compensation for directors of short-term institutes. These exceptions must be supported in writing by the funding agency.

D. Bureaus or Institutes of Research

The University encourages and supports the establishment of bureaus or institutes of research in the colleges or schools where they appear to be necessary and appropriate to University objectives and functions.

1. The purposes and objectives of the bureaus or institutes would be:

- (a) To initiate and conduct research, projects, institutes, or other activities as independent bureau functions.
 - (b) To be involved actively in the education and training of students in research activities.
2. Each bureau or institute would be administered by a director or coordinator.
 3. Because of the nature of their activities, bureaus should maintain an adequate staff who have responsibilities to the bureau. Each staff member should have an academic rank and may be involved in teaching as well as research.
 4. Provision for staffing and maintenance of the bureaus or institutes should be included in the regular University budget to insure continuity of effort.

E. Consulting

1. On-Campus Consulting

Where the University is awarded contracts which provide for the use of consultants, University personnel may be used in such a capacity and be paid a consultant's fee if such a practice is approved in writing by the funding agency. However, it is expected that intra-University consultants will be employed only (1) when they are considered to be the most expert consultants available, (2) when they are drawn from disciplines other than that represented by the institute or project, and (3) when their efforts will be beyond their usual University commitments. Regulations concerning consulting are listed below:

- (a) Any nine-month or twelve-month employee is free to offer non-credit instruction in conjunction with the Division of Extension and Public Service, provided such instruction is offered on his own time and approved by the appropriate administrator.

- (b) Any nine-month or twelve-month employee is free to accept off-campus remunerative employment, including consulting services, provided that he makes no use of University materials and employees; and that this added employment does not interfere with his University responsibilities; and that this employment is approved by the appropriate administrators.
- (c) Any Hattiesburg-based nine-months academic employee may:
 - (1) teach as part of his regular load a course on either the Gulf Park or Natchez Campus and be paid a fee of \$300 per quarter and reimbursed for his expenses in addition to his regular salary.
 - (2) accept an on-campus consulting position through the Department of Conferences and Workshops at a fee not to exceed \$100 per day provided that such services do not interfere with his University duties.
- (d) In line with the recommendations of our auditors, twelve-month employees whether faculty or staff, accepting paid on-campus consulting services (either at Hattiesburg, Gulf Park, or Natchez) or teaching assignments at branch campuses or in extension will deduct annual leave time comparable to the time spent away from his normal University responsibilities, and should be so reported by superiors. Should they do so, they will be paid a fee of \$300 per quarter and reimbursed for their expenses in addition to their regular salary.

No person of the administrative rank of department chairman or above may receive consulting fees from an on-campus activity. Written justification will be expected in those instances of the employment of departmental chairmen for on-campus consulting.

When non-academic personnel who hold staff positions at the University are needed in certain consultation circumstances, they will be paid on the same basis as faculty members.

2. Extra-University Consulting

- (a) Extra-University consulting, which is defined as services performed for outside organizations and for which remuneration is received, shall not interfere with the individual's primary responsibility to the University.
- (b) Individual faculty or staff members may not enter into contractual agreements with outside agencies in the name of the University or into any agreement involving University personnel or equipment. Such agreements may be made only by the Office of the Financial Secretary with the approval of the President of the University. Since extra-University consulting activities are conducted apart from University functions, University name, facilities, equipment, monies, and stationery shall not be involved or used.
- (c) A faculty member shall secure prior approval for extra-University consulting activities from his departmental chairman and dean by submitting his request on the appropriate report of extra-University consulting activities form. A copy should be sent to the Office of Research and Projects and to the Dean of the Graduate School/Coordinator of Research.

F. Human Subjects Protection

Whether sponsored by external agencies or individuals, all research projects involving the use of human subjects must be reviewed and approved by the Human Subjects Committee before implementation. Sponsored projects will be reviewed automatically by the Committee at the time the initial proposal is processed by the

Office of Research and Projects. Individually sponsored projects should be referred to the Coordinator of Research before implementation for review by the Committee. The Committee will review each project to determine: (1) if a project appears to create too great a risk for the human subject, in which case the project will be disapproved and returned to the faculty member for revision, or (2) if the benefits to be derived from the research appear to outweigh the risks involved for the human subject, then the proposal will be approved with the provision that informed consent be acquired from the subject per the procedure specified by the Committee.

G. Patent and Copyright Policy

Patent and Copyright policy for Institutions of Higher Learning was adopted by the Board of Trustees, July, 1960, applicable on a university-wide basis:

The Board of Trustees of State Institutions of Higher Learning considers that, since the institutions under its control are publicly supported, the obligation of the Board and of the institutions is to the public. The Board affirms the principle that research carried on by the institutions and laboratories under its supervision is dedicated to the furtherance of learning and knowledge and to the public welfare. It is not, therefore, the primary concern of the Board or of the institutions to seek patents and copyrights which may accrue from research activities. However, in order to protect the interests of individuals, the equity earned through the support of research by public funds and the public welfare, the Board hereby authorizes the institutions under certain conditions outlined below to seek copyrights and patents and to participate in the income therefrom. The Board and the institutions are aware that they do not have sufficient funds to furnish the necessary encouragement to all phases of original endeavor. Consonant with these declarations is the investiture of

variant, restrictive rights in the areas of letters, arts, and sciences in order to furnish an additional incentive. For this purpose the division of policy falls into three categories:

- (1) The individual. The faculty member alone, or in collaboration with others in his institution or elsewhere, who works on his project in his spare time and finances it himself if need be shall be free to decide whether he will copyright or patent his product. If he does so decide, he should make a report to the head of his institution and the institution will give any reasonable assistance, making no claim of right or interest, believing that its prestige is adequately enhanced by the recognition of the successful contributions of its faculty. Should assistance beyond a reasonable amount be desired by the individual, he may negotiate with the institution an agreement whereby the institution shall be reimbursed for its expense in providing assistance either through a direct charge to the individual or through a share of the income resulting from the copyright or patent.
- (2) Sponsored research. Where production, work, or research based on a commission or grant from outside agencies, governmental, foundational, institutional, and private, results in work or discoveries which may be copyrighted or patented, the head of the institution may negotiate with the individual and the outside agency. He is further authorized to enter into a separate contract whereby the patent or copyright may be secured and controlled by the institution, the individual, or the outside agency. Where the patent or copyright shall be secured by and controlled by the institution, the contract may provide that the

individual may participate in the income therefrom up to a maximum of 50% of said earnings or benefits.

(3a) Institutional commission or grant.

Where production, work, or research based on a commission or a grant from the institution results in sales or fees, the first income must be dedicated to the repayment of the amount expended by the institution in support of the commission or grant. Furthermore, the institution may participate in the copyright or patent rights and participate in the income therefrom over and above the amount necessary to repay the cost of the commission or grant. In no event, however, shall the institution participate in income of less than \$5,000 after the repayment has been made or 10% of the total income after the repayment, whichever is greater. The division of any income in excess of \$5,000 or the 10%, whichever is greater, between the individual and the institution shall be subject to negotiation, but in no event shall the individual receive more than 50% of the overage. In the areas of public health and safety, the institutions are authorized to take whatever steps are necessary to obtain patents whenever such patents are deemed necessary to protect the public interest.

(3b) Patents secured through institutional support. Where production, work, or research based on a commission or grant from the institution results in work or discoveries which may be copyrighted or patented, or where the material or discovery is produced on institutional time and by use of institutional funds or facilities, the patent or copyright shall be secured and controlled by the institution and the first income therefrom must be applied to the repayment of the amount expended by the institution in connection with such production,

work, or research. Furthermore, the institution shall participate in the copyright or patent rights and participate in the income therefrom over and above the amount necessary to repay the cost of the institutional contributions, except that the individual shall participate in an amount and under the conditions recommended by the head of the institution and approved by the Board of Trustees up to a maximum of 50% of said earnings or benefits. Any negotiations incident to patents and copyrights shall be carried on between the individual and the head of the institution, or his designees, with all agreements subject to final approval by such institutional head and the Board of Trustees of State Institutions of Higher Learning. In the areas of public health and safety, the institutions are authorized to take whatever steps are necessary to obtain patents whenever such patents are deemed necessary to protect the public interest.

H. Patent Development and Licensure

The University of Southern Mississippi has entered into an agreement with the Research Corporation, a foundation for the advancement of science, of New York, for the evaluation of faculty inventions for patentability and for commercial and scientific utility. The public and the institution's interests require that patent applications be filed and administered in an effective manner. It is recommended to faculty that inventions deemed patentable be assigned to the Research Corporation for review and processing. The Dean of the Graduate School/Coordinator of Research has been designated as the University contact for patent affairs. This office will be the University's point of contact with the Research Corporation.

At the University of Southern Mississippi the inventor's share is 28-3/4% of total royalties after deduction of any costs involved to cover expenses such as filing of foreign patent applications, litigation in courts, extraordinary commercial development, and/or repayment of any amounts expended by the University in connection with such production, work or research. The University's share is 28-3/4% after expenses the same as the inventor's share. The remaining 42-1/2% is retained by the Research Corporation to be spent in accordance with the general purposes of its charter.

Research Corporation is a non-profit foundation which distributes its total net income as grants-in-aid of research to colleges, universities, and scientific institutions. It was established in 1912 by Fredrick Garner Cottrell to carry out certain basic purposes, namely:

To receive and acquire inventions and to render the same more available and effective in the useful arts.

To provide means for the advancement of scientific investigation by contributing the net earnings of the corporation to scientific and educational institutions.

To receive other moneys and property and to apply the same to objects specified.

The Research Corporation has considerable experience in appraising, patenting, and licensing inventions in a diversity of scientific and technological fields. At present, the Research Corporation has entered into patent development agreements with 251 institutions of which the University of Southern Mississippi is one. Invention disclosures submitted to the Research Corporation are reviewed and evaluated by it. If commercial and patentable prospects appear promising, the Research Corporation takes assignment of the invention and files patent applications. The Research Corporation bears all the costs of evaluation, patent prosecution, and licensing of patents to industry. Royalties from the licensing of patents are divided among

THE SOUTHERN QUARTERLY

The Southern Quarterly, published and largely financed by the University, began publication during the 1962-63 academic year to provide an outlet for faculty research not covered by other learned publications. Sub-titled "A Scholarly Journal of Studies in the Humanities and Social Sciences," The Southern Quarterly is published in January, April, July, and October. Subscription rate is \$1.00 for single copies or \$3.00 for four issues. The editor is Dr. Peggy Prenshaw.

THE SOUTHERN JOURNAL OF EDUCATIONAL RESEARCH

The Southern Journal of Educational Research began publication during the 1966-67 academic year. The Journal is a quarterly publication with issues in Winter, Spring, Summer, and Fall. Contributors are faculty members, University of Southern Mississippi graduates, and graduate students. Articles focus upon all aspects of the educational processes and are of an experimental, theoretical, critical, or philosophical nature. The subscription rate is \$3.00 per year. The editor is Dr. Richard Kazelskis.

NOTES ON MISSISSIPPI WRITERS

Notes on Mississippi Writers is published by the English Department of the University three times a year. It includes short essays, interviews, biographical notes, book reviews, and bibliographical listings related to Mississippi writers, both past and present. The subscription rate is \$2.00 per year. Dr. Hilton Anderson is the editor.

MISSISSIPPI REVIEW

Mississippi Review is a tri-annual literary magazine devoted to publishing the best available literary quality poetry and short fiction. The review is published by the Center for Writers, in the English Department. Issued each January, May, and October, subscriptions to Mississippi Review are \$3.00 per year.

MISSISSIPPI FOLKLORE REGISTER

Mississippi Folklore Register, a quarterly publication of the Mississippi Folklore Society, is partially supported by the University of Southern Mississippi. It includes collections of and articles on folklore primarily concerned with Mississippi. Book and record reviews appear on occasion. Marice C. Brown and Walter Everett co-edit the journal. Membership in the Society, including subscription to the Register, is \$3.00 per year.

ADVANCED STUDY OPPORTUNITIES

With the approval of the appropriate departments and dean, faculty and staff of the University are encouraged to pursue work toward advanced degrees, subject always to the provision that such study does not interfere with their contractual duties. The policy governing sabbatical leaves of absence is set forth below.

LEAVE OF ABSENCE

A request for a leave of absence should be made by letter to the department chairman who will then process the request through the proper administrative channels.

Chapter 307, H.B.No. 913, Laws of Mississippi, 1958, empowers the Board of Trustees to establish provisions for sabbatical leave. The Board's regulations are permissive, leaving the final decision to the University, which must, of course, consider availability of funds, temporary personnel replacement, etc. The Board's regulations are as follows:

To qualify for one semester (4½ months) of leave, a faculty member must have served full-time on the faculty of one of the Mississippi State Institutions of Higher Learning for six (6) consecutive semesters of regular session work before the effective date of leave; to qualify for two semesters (9 months) of leave, he must have served full-time on the regular faculty of the institution twelve (12) consecutive semesters of regular session work in the institution before date of leave.

A faculty member who is granted leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning for the full period of the leave.

Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning for the full period of the leave.

A faculty member granted leave must enter formal agreement with the Board of Trustees to remain on the full-time regular faculty of the employing institution for one semester for each semester of leave granted, which semester shall follow immediately the termination of the leave period. (This agreement may be satisfied by the faculty member repaying to his institution that proportion paid to him while on leave that equals the proportion of pledged time he may fail to serve the employing institution in accordance with this agreement.)

Leave shall be granted for the purpose of professional improvement only. Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, nor for any other purpose except as explicitly stated in law.

Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars, and professional people, whether under the sponsorship of an institution of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation of employment which would violate the contract for full service he will have with his institution while on leave.

A faculty member on sabbatical leave remains a full-time employee of the Board of Trustees of State Institutions of Higher Learning with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty per cent (50%) of such person's annual salary.

The compensation due while on sabbatical leave will be paid monthly, or according to the regular policy of the institution, and shall be paid from the regular payroll. By law, compensation for leave may not be paid for more than two semesters (9 months) of leave time.

Nor more than four per cent (4%) of the full-time regular faculty of any one institution may be on sabbatical leave during any one semester; and no more than one member of any one department in an institution may be on sabbatical leave any one semester.

Board of Trustees approval of leave must not be later than June prior to the fiscal year in which the leave is to take place.

Sabbatical leave periods normally will be during regular session semesters. However, in order to work no administrative difficulty for those institutions on the quarter system, or for other reasons, the book-keeping of leave time is left to each institution with the intent of the Board specifically expressed as desiring a continuous time period for each leave granted. However, it is not intended herein to allow leave for summer school attendance only.

Time allowed for leave to faculty members while studying at their own expense to acquire advanced degrees may be counted as employed time in determining eligibility for academic leave.

SUMMARY: THE JOB OF THE PRESIDENT

The President of the University serves as an executive officer of the Board of Trustees and is answerable to the Board on all matters pertaining to this University. The President's responsibility can be delegated but cannot be abdicated. It includes:

1. Serving as the chief administrative officer and the principal educational officer of the institution.
2. Planning, developing, and administering a program of instruction, research, and service suited in the broadest sense to the needs of the institution's sponsors and supporters, including the students.

3. Developing a sound administrative structure for the institution, to the end that all employees will be suitably assigned and supervised.
4. Recruiting and maintaining a qualified instructional, research, and administrative staff through his recommendations to the Board of Trustees.
5. Planning and developing proper budgets for financing the institution, both in capital investments and in operations.
6. Developing and maintaining efficient procedures for plant maintenance, purchasing, accounting, auditing, and financial reporting.
7. Securing and supervising an educable student body in accordance with admission and retention regulations of the Board.
8. Evaluating and improving the instructional and other curricular and co-curricular services provided to this student body.
9. Developing communication channels among all staff and student groups in the institution.
10. Disseminating appropriate information about the institution to the supporting constituency; to cultural, civic, and business organizations; to the alumni; and to the institution's various publics.
11. Developing and maintaining a fruitful relationship with the people of Mississippi to support their confidence in the institution and their respect for higher education.

SPEAKER CLEARANCE

Every faculty member in charge of getting a speaker to come to the campus for any event must submit the name of the proposed speaker and other specified information to the Office of the President ten days prior to the event. Forms are available from the Dean of the University, the Director of Student Activities, and the Director of Community Service and Programs. This is a policy of the Board of Trustees of State Institutions of Higher Learning.

FOREIGN TRAVEL

Foreign travel which involves the expenditure of state, federal, or institutional funds must have the approval of the Board of Trustees of State Institutions of Higher Learning, of the Commission of Budget and Accounting, and of the Governor. The request for all foreign travel should be presented to the President's Office for recommendation to the Board of Trustees. This request must be made three (3) months prior to the proposed travel. Application forms are available in the Office of the Dean of University and in the Office of the President.

THE UNIVERSITY COUNCIL

The University Council was established as an all-University body to provide leadership and direction to the institution in its overall planning and policies.

As established, it has the following functions:

I. As an aid to the President:

- A. The Council will advise and assist the President on any administrative problems he might wish to bring before it.
- B. The Council will prepare proposals on matters dealing with the overall policies and planning of the University.

II. As a policy-coordinating group:

- A. The Council may review proposals of the Graduate Council and the Academic Council to see if their proposals are in line with the overall objectives of the University.
- B. The Council may review changes in procedures and requirements of the deans to coordinate policies within the University.
- C. The Council will serve as a place for an area of the University to explain its policies and where changes in the policies of one area may be requested by another.

III. As a policy-making group:

- A. To achieve changing objectives of the University, the Council will study existing regulations in all areas of the University and make recommendations to the appropriate administrative officers.
- B. The Council will study current operations of the University and make recommendations for betterment wherever it feels the need.

IV. As a faculty voice:

The Council will encourage faculty recommendations and after weighing them submit them to the President, when appropriate, or recommend them to the proper committees or administrative officers.

V. As a judiciary body:

The Council will be used by the President or the Dean of the University to rule on unusual matters brought to it by them for final decision.

The Council is composed of the following persons: President (who shall be Chairman of the Council), Executive Administrative Assistant to the President, Dean of the University, Registrar, Dean of Admissions and Special Academic Services, deans of the nine academic areas of the University, Dean of the Graduate School, Director of Public Relations, Financial Secretary, Dean of Student Affairs, Dean of Extension and Public Service, Director of Alumni Affairs, chairmen of the academic departments of the University, Distinguished University Professors, eight professors, six associate professors, two assistant professors, and two student representatives.

The professorial members are elected from the faculty at large and serve three year terms.

THE BUREAU OF INSTITUTIONAL RESEARCH

The Bureau of Institutional Research, under the supervision of the Office of the President, was established at the University of Southern Mississippi on July 1, 1970, to perform the following functions:

1. The collecting, analyzing, and reporting of institutional data designed to facilitate operations and decision making within the University.
2. The completing of reports and questionnaires requested and/or required by various local, state, and federal governmental organizations, various professional groups and learned societies, and other educational foundations.
3. The providing of a library and file of all types of information and statistics pertaining to higher education.
4. The providing of a research consultation service for various departments of the University.

Any faculty member needing institutional data, higher education information, or assistance with research projects is invited to call the Bureau of Institutional Research.

PART II

SERVICES AND RESPONSIBILITIES OF THE FINANCIAL SECRETARY AND BUSINESS OFFICE

The Financial Secretary is responsible to the President for the financial operations and business activities of the University. He and his staff assist the President in the preparation of the University budget; control of the budget; establishment and operation of an adequate system of accounting and financial reporting; supervision and operation of the University's physical plant; operation of a personnel program for non-academic employees; procurement of services, supplies, and equipment; control of property inventories; financial management of auxiliary enterprises; and the receipt, custody, and disbursement of funds belonging to the institution. As chief business and finance officer, the Financial Secretary serves on many University committees.

The Assistant Financial Secretary acts for the Financial Secretary at the latter's discretion.

PAYROLL INFORMATION

General

Each new employee of the University, whether faculty or staff, is required to stop by the Office of Personnel Services (second floor of the Administration Building) on the first day of employment to complete personnel records, a U. S. Treasury Form W-4, and a Mississippi State Tax Commission Form 43040. The employee's social security number must be recorded on the tax-withholding forms. Federal and State laws require the following payroll deductions by the employer: Federal Withholding Tax, State Withholding Tax, Social Security Tax, and State Retirement. The University requires all employees working one-half time or more to participate, as a condition of employment, in a group life insurance program; the premiums will be deducted from the monthly salary check or the first wage payroll paid in the month. Other deductions which may be made at the election of the employee include group medical insurance, group accident, USM Credit Union, disability insurance, automobile insurance (Travelers Insurance Company), United Givers Fund, tax-sheltered annuities, and USM Foundation.

These payroll deductions appear on the check stub and are numbered as follows:

1. *Group Health
3. *Group Life
5. Tax-Sheltered Annuities
6. Deferred Salary (nine (9) month contract paid on twelve (12) months)
7. USM Credit Union
8. Accounts Receivable (debts owed to USM by employees)
10. United Givers Fund
11. Salary Continuation Insurance
12. Accident Insurance
13. USM Foundation
14. Automobile Insurance (Travelers)

*Employer pays one-half of premium for individual employee policy cost.

Salaried Employees

Salaried employees are paid by check on the last working day of each calendar month. The check will be sent to an address designated by the employee or, if requested to do so, checks will be sent directly to a designated local bank for deposit.

Faculty members employed on a nine (9) month contract have the option of receiving net salary payment in nine (9) or twelve (12) increments. The Payroll Office must be notified in writing by those nine (9) month employees who wish their salary paid in twelve (12) month increments. This must be done each year and received by the Payroll Office no later than September 15.

Any employee going on a leave without pay status must personally contact the Office of Personnel Services to make arrangements for the payment of insurance premiums. Anyone failing to make arrangements will be automatically dropped from insurance coverage thirty (30) days after paying his/her last insurance premium.

EMPLOYEE BENEFITS

The University of Southern Mississippi offers a well-rounded employee benefit program to all employees. Some of the benefits included in the total program are as follows:

1. Group Health Insurance

The University of Southern Mississippi contributes toward the cost of this program for all active (under age 65) employee coverage. Active employees who are 65 and over will pay 100% of the cost for all coverage.

Eligibility

- A. Employees - All full-time employees of the University of Southern Mississippi. All employees making contributions to the State of Mississippi Retirement Plan, except those in student-employment categories, are considered full-time employees. However, full-time employees hired after age 60 will also be eligible.
- B. Dependents - Include spouse and all unmarried dependent children from birth (excluding routine nursery care) to 19 years of age, or up to 23 years if a full-time student. No age limit for unmarried dependent children who are mentally retarded or physically handicapped where such handicap occurred prior to age 19.

Future new employees (and eligible dependents) enrolled after the effective date of October 1, 1972, will become eligible for benefits of this program as soon as they sign an enrollment application; and benefits will apply to hospital admissions on or after the effective date of this coverage. If employees do not elect to enroll within 30 days after becoming eligible, Evidence of Insurability will be required, and the Carrier will determine the effective date of coverage.

Pre-Existing Conditions Limitations

- A. Employees and Eligible Dependents Enrolled On the Original Effective Date of October 1, 1972
 - 1. Basic Contract -- None
 - 2. Major Medical -- None
- B. Employees and Eligible Dependents Enrolled After the Original Effective Date of October 1, 1972
 - 1. Basic Contract -- None
 - 2. Major Medical -- Pre-existing conditions are limited to the extent that
 - (a) any condition existing prior to the effective date of coverage for such employee or dependent, the first benefit period for such condition or conditions related thereto may commence only following the expiration of at least 6 consecutive months ending on or after the effective date of coverage during which time no expense for service is incurred; or
 - (b) employee and/or dependent has been covered under this Major Medical Program for at least 1 year.

2. Group Life Insurance

The University has made available to employees a program of group life, accidental death, and dismemberment insurance benefits. All University employees working one-half time or more who are paid by or through the University or who have been classified as full-time faculty or permanent staff are required to participate as a condition of employment. Dependent coverage is available as an option. Coverage includes one's spouse for \$1,000 of coverage and all unmarried dependent children six months of age but less than nineteen (19) years of age for \$500 coverage. Dependent children less than six months of age are included in coverage for \$100.

The amount of the Group Life Insurance coverage is based on the next highest one thousand dollars over annual salary. (Minimum: \$5,000; Maximum: \$25,000)

3. Group Accident Insurance (AD&D)

A plan of Group Accident Insurance has been designed for the University of Southern Mississippi employees and their families providing accidental death, dismemberment, and permanent total disability coverage. The plan is underwritten by Continental Casualty Company. Employees may purchase coverage of \$10,000 to \$100,000 in increments of \$10,000 but not to exceed ten times the employee's basic annual salary. The spouse's indemnity is fifty per cent of the insured employee's amount, not to exceed \$50,000. If the spouse and dependent children are covered, the spouse's indemnity is forty per cent of the insured's indemnity; and each child's indemnity is five per cent of the employees' indemnity, not to exceed \$5,000.

The cost of this plan in amounts ranging from \$10,000 to \$100,000 is \$.06 per month for each thousand dollars of indemnity for eligible employees under the individual plan or \$.08 for each \$1,000 for eligible employees under the family plan.

All active, full-time employees whose ages are from 18 to 69, inclusive, and their dependents are eligible for this coverage. The spouse's age must be 18 to 69; and each unmarried child must be 1 to 20 years of age, except for a full-time college or university student. For full-time students, the maximum age is extended to 23.

An employee is initially eligible to enroll in the plan on the first day of the month in which he is employed, provided this date coincides with his date of employment or on the first day of the month following his date of employment. Should an employee decline coverage when initially eligible, he will not be eligible again until the anniversary date of the policy following his declination.

4. Salary Continuation Insurance Plan

The Salary Continuation Insurance Plan is designed to guarantee an employee a monthly income if the employee should become disabled from sickness or injury and can no longer work for a living. It pays sixty per cent (60%) of the employee's base salary, (subject to a maximum monthly benefit of \$1,500) less any amount payable under Workmen's Compensation, Social Security, and any disability, retirement or other benefits provided by or through the University. The benefit becomes payable at the end of a ninety (90) day waiting period.

All full-time faculty and staff members under age sixty-five (65), with an annual salary of \$6,000 or more, are eligible to enroll in this plan. New faculty and staff members are eligible after one month of service and thirty (30) days thereafter. A faculty and staff member who applied after his enrollment period has expired will be subject to acceptance by the insurance company and will be required to supply evidence of insurability.

The total cost is \$.62 per month for each \$100 of monthly salary, and the premiums are paid by payroll deduction. Coverage terminates at age sixty-five (65). It cannot be otherwise terminated by the insurance company as long as the individual is employed by the University, the premium is paid, and the group policy itself remains in force.

5. Tax Sheltered Annuity

Employees of the University are eligible to participate in a plan of tax sheltered annuities. Under provisions of section 403(b) of the Internal Revenue Code of 1954, as amended, employees are offered certain tax advantages in that part of their gross income may be excluded from current income taxes when used to purchase an annuity for additional retirement benefits. Amounts invested in an annuity under the Code would be taxed at the time the annuity matures and payment is made to the individual after retirement. This provision may result in considerable tax savings to the individual. The amount of annuities which an employee may authorize the University to purchase for him in lieu of a portion of the salary otherwise payable directly to him is determined by a formula prescribed by the Internal Revenue Code & Regulations.

Employees who are interested in the purchase of tax sheltered annuities should secure competent advice of an approved underwriter licensed to do business in Mississippi or from a representative of a company approved by the University to market annuities on campus. The University makes annuity premium payments from an employee's salary when authorized to do so but does not contribute funds to the individual's tax sheltered annuity plan.

6. Social Security and State Retirement

The Public Employee's Retirement System enacted by the 1952 Legislature includes all permanent employees of the University who work half-time or more. This system combines the benefits of Social Security with a supplementary state retirement program. New employees (except students) must contribute to the Social Security program from the first day of their employment and, if working one-half time or more, must join this program at the time of employment. All employees working half-time or more are required to join this system as a condition of employment. Employees who withdraw from the system by separation from state service will be refunded all contributions they have made plus a small amount of interest.

The employee's contribution to Social Security is at the rate of 5.85 per cent of all salary up to \$14,100 per year. The contribution of the employee to the State Annuity Retirement is at the rate of five (5) per cent of all salary up to \$35,000 per year. In addition to the employee's contribution, the University contributes 5.85 per cent of the employee's salary to the retirement system and 5.85 per cent to Social Security.

Mississippi law requires retirement at age sixty-five (65). However, an exception may be made to age seventy (70), within the established policies of the University, if a written request by the employee for an extension of service is approved by the President of the University, by the Board of Trustees, and finally by the Trustees of the Retirement System. Members of the system with thirty (30) years of service may retire at age fifty-five (55) with full benefits.

Information regarding the State Retirement System may be obtained in the Office Personnel Service.

7. Insurance Coverage While On Leave Without Pay

Participation in certain University insurance programs may be continued during brief intervals of non-service. Employees who do not receive pay checks during leaves of absence must make their payment to the Business Office for the interval of nonservice after they have made necessary arrangements with the Office of Personnel Services. Employees must incur the full premium for coverage while on leave without pay status.

Requests for changes in group insurance coverages must be made in person at the Office of Personnel Services.

8. Workmen's Compensation

The University maintains standard workmen's compensation insurance coverage in accordance with Mississippi State laws which, in general, prescribe the amounts of indemnity payable for degrees of disability, temporary or permanent, and for death. These laws provide also for medical care, hospitalization, and weekly compensation for the period of disability, if the injury or disability occurs as a result of the job. Injuries to yourself or to your employees should be reported immediately to the Office of Personnel Services.

9. Credit Union

Employees of the University formed the Credit Union which began operation in December of 1956. Employees may deposit savings in the Credit Union. Loans may be made up to ten per cent of the shares in the Credit Union by application to the secretary-treasurer. The Business Office will accept authorization for payroll deductions in order to purchase Credit Union shares and also to make installment payments on loans.

10. Automobile Insurance

The University has made arrangements with the Travelers Insurance Company to have automobile insurance premiums paid by payroll deduction. All permanent faculty

and staff members are eligible for this service. Interested faculty and staff members should contact the Montague, Sigler & Ferrell agency of Hattiesburg (Travelers Insurance) for the determination of the insurance premium and enrollment in the plan.

11. Scholarships for Children of Faculty and Staff

An undergraduate program of scholarships has been established for the children of permanent full-time faculty and staff under the following terms and conditions:

- 1) This program applies to the first baccalaureate degree only.
- 2) The amount of the scholarship will be limited to the incidental fees assessed for a quarter.
- 3) The expenses of special assessed fees, books, food, housing, etc., are to be paid by the recipient.
- 4) To be eligible to continue under this program, the recipient must maintain a 2.5 grade point quarter by quarter average. If in any quarter, his/her average drops below a 2.5 average, the scholarship is forfeited. He/she may re-establish eligibility by making a 2.5 average in a succeeding quarter.
- 5) To be eligible to continue under this program, the applicant must not have attained his 25th birthday.

Application for this scholarship should be made through the Office of the President.

12. Staff Academic Policy

It is a policy of the University that full-time staff and administrative personnel be given the opportunity to improve their education after they have completed six (6) months of employment as a full-time permanent employee. Any full-time employee will be eligible to enroll in any one of the regular academic courses offered on campus on a scholarship basis. Eligible employees may take one course not to exceed three credit hours per quarter during working hours. Any additional courses taken by the employee will be subject to payment of established fee. The employee must pass the regular admissions requirements of the University.

Application forms and descriptive literature on all the above employee benefits are available in the Personnel Services Office.

POST OFFICE AND TELEPHONE SERVICES

Through the "communications center" in The Hub, the University provides faculty and students with greatly improved postal and telephone facilities. The University has installed in The Hub 3026 post office boxes to service departments, faculty, and students. In addition, it has rewired the campus with an ultra-modern Centrex electronic telephone system, the first installation of its kind in Mississippi.

The Southern Station Post Office. Since The Hub's "Southern Station" is operated by the University as its own post office, intra-campus mail requires no postage. Inter-office mail and messages to faculty or students use the "Southern Station" drop. Other drops are for "Metered Mail," "Outgoing Mail," and "Air Mail." The Zip Code number for the University is 39401.

The Post Office Supervisor and her staff serve as an information clearinghouse for all postal regulations and requirements. It is suggested that any department initiating large mailouts, permit mailouts, business reply correspondence, or other large or unusual postal transactions, discuss these actions with the Supervisor prior to the preparation of the material.

Each academic or administrative department is assigned one large drawer-type box. Only mail addressed directly to the specific department and its chairman will be put in this box. Rental on the box will be charged to the departmental budget.

Medium-size boxes are required for all faculty and staff members at a nominal annual rental. Two faculty members may be assigned to each box. Intra-campus mail and personal mail will be sorted to these boxes.

Outgoing surface and air mail carrying the required postage is dispatched three times a day.

A postage meter machine which stamps and seals outgoing official mail is available for departmental use. The following policy governs the operation of this machine.

1. All metered mail will be charged to the departmental budget of the originating department. To expedite charging procedures, all mail must carry an account number to which it is to be charged, written clearly in the top left hand corner.
2. All mail to be metered should be sorted and bundled by categories: (1) First Class mail; (2) Second Class mail; (3) Third Class mail; (4) Educational mail; (5) Air mail; (6) Overseas mail. Where envelopes are to be stamped and sealed, the envelope flaps should be opened out so that they may be fed to the machine unfolded. The account number must be written legibly on the top of the left hand corner, on the top envelope only, of each bundle as well as on all unbundled envelopes and parcels.
3. All metered mail must carry an imprinted corner card or printed mailing label giving the return address of the University and the department. This is a United States Post Office requirement. Any changes made to the return address portion of the envelope will cause mail to be returned to sender.
4. Because of the tremendous volume of mail processed by the University Post Office, any violations of the above rules must result in return of the mail to the sender, so that he may correct the inadequacies. Information concerning United States Postal and University mailing regulations is available from the Post Office by dialing 266-7391.

The Centrex Telephone System

As far as telephones are concerned, the University of Southern Mississippi campus is, in effect, a city within a city. Our Centrex telephone system provides us with our own prefix and equivalent business and residential service to that offered in a small town. The 2000-phone system links all administrative and academic office telephones (business) with private telephones (residential) in each room of all dormitories except Elam Arms and Hillcrest.

The University switchboard number is 266-7011, and Student Information is 266-7381. Off-campus dialers may dial our 266 prefix followed by the appropriate extension, or call the switchboard at the above number and ask for the extension. On-campus callers wanting a connection with any other telephone on the campus will simply dial the four-digit number assigned to that particular telephone. On-campus callers wishing to call off campus will first dial 9 and then the number desired.

Charges for long distance calls outside Mississippi will be assigned to the departmental budget from which the call is placed unless the operator is informed that the charge is to be made to the individual caller. In any case, the caller must give the Hattiesburg long distance operator both his extension number and his name.

The University maintains an exclusive long distance line for official calls anywhere inside Mississippi. Long distance calls on this line should be placed with the campus operator by dialing 0. Charges for the utilization of these services will be charged to the originating department at a rate of 18¢ per minute. The caller must give the University operator his name, extension number, and account number to which the calls are to be charged.

With the Centrex system in operation, South Central Bell renders a monthly statement to the University, which includes separate itemization of all calls made. The University then sends out itemized bills to each department.

TRAVEL AUTHORIZATION AND VOUCHERS

Mississippi State law requires that faculty and staff members must obtain prior authorization before attending a professional conference or convention. Forms for this authorization are available in the office of the dean of the college or school, and they should be submitted in triplicate to the appropriate dean; from there they go to the Dean of the University, the Financial Secretary's Office, and to the President for approval.

Mississippi State law will not allow an advance for travel expense for any but out-of-state travel. Upon receipt of the President's authorization for official travel to an out-of-state conference or convention, the traveler may present one copy to the Business Office and receive an advance of expenditures for the trip. The request for advanced travel money must be submitted two weeks in advance; the request is submitted in triplicate.

Claims for reimbursement for official travel are made by submission of travel vouchers (available in the office of the dean of the college or school) in duplicate to the Financial Secretary's Office at the end of each month. The vouchers must be submitted on forms prescribed by the State Auditor, and in accordance with regulations of House Bill No. 321, 1970.

Foreign travel which involves the expenditure of state, federal, or institutional funds must be approved by the Board of Trustees, the Commission of Budget and Accounting, and the Governor. Requests for foreign travel must be submitted to the President's Office for recommendation to the Board of Trustees. This request must be made three (3) months prior to the proposed travel. Application forms are available in the Office of the Dean of the University and in the Office of the President.

HOUSING

There are a limited number of two- and three-bedroom apartments in the University-owned Pine Haven Apartments available for new faculty members to assist them in their first year at the University. Applications for this housing should be submitted to the Director of Housing. Since there is no shortage of housing in Hattiesburg, faculty or staff members should have little difficulty in finding adequate off-campus housing.

THE UNIVERSITY COMMONS AND THE CHARCOAL ROOM

The Charcoal Room is a modern academic laboratory for institution administration majors operated by the School of Home Economics. The Charcoal Room, located in the University Commons, provides good food of high quality in attractive surroundings for the congenial association of faculty, staff, and graduate students with their colleagues, guests, and families. Cafeteria-style lunch is served Monday through Friday from 11:00 a.m. to 1:00 p.m.

Members of the faculty and staff also have the privilege of eating in the University Commons. By order of the Board of Trustees, however, rates charged are slightly higher than those charged to students.

BOOKSTORE

Requisition of Instructional and Office Supplies

The University Bookstore stocks most of the office and instructional supplies needed for routine work. These supplies are obtainable by completing a Purchase Requisition/Interdepartmental Invoice form which must be routed to the Bookstore through the chairman of the department concerned. For supplies not stocked in the University Bookstore, requisitions completed by the departments are routed through the Purchasing Office, where purchase orders are issued to local or out-of-town vendors, as the case may require.

Textbooks for Instructional Use

Textbooks required in the various courses taught at the University of Southern Mississippi shall be requested by the instructor through the chairman of his department and approved by the dean of the school concerned and the Dean of the University. This list of textbooks will be given to the manager of the University Bookstore who will be required to have such books available.

When changes are to be made in textbooks, the instructor desiring to change will make a request through his department chairman who, if in agreement, will contact his dean for approval. He will then check with the Bookstore to ascertain when such change can become effective.

Bookstore Hours

The Bookstore, located in The Hub, is open from 7:45 a.m. to 3:45 p.m. Monday through Friday, and from 8:00 a.m. to noon on Saturday (except in the summer). The textbook section of the Bookstore is located in the northeast basement of Mississippi Hall and observes the same hours as the regular Bookstore.

RULES AND REGULATIONS REGARDING SALES AND SOLICITING ON CAMPUS

University Related Groups

1. Receipts of project are to be used for a charitable cause.
2. Activities by approved student groups shall receive prior approval of Director of Student Activities. Raffles, lotteries, and similar activities are not allowed.
3. The selling groups must have signed permits from Office of Financial Secretary detailing specific dates and location of such projects.

Non-University Related Groups or Individuals
(Private Enterprise)

1. The group or individual must have written permit from Office of Financial Secretary showing dates allowed on campus.
2. The product or service offered must have interest or appeal to faculty or students.
3. The seller cannot ask for, or receive, advance deposit on any product that is to be mailed to the purchaser.
4. The seller cannot solicit for sale of product already available on campus.
5. The seller cannot solicit in dormitory rooms; must set up in lobby.
6. The seller cannot solicit in academic and staff personnel offices; must have prearranged appointment.
7. Exhibitors (with approved exhibit) or recruiters (Navy, etc.) are told where to locate and how long they can remain.
8. All groups or persons with permits to solicit on campus must have permits with them at all times while on campus.

OFFICE OF COMMUNICATION SERVICES

The Office of Communication Services assists in planning and producing University publications of non-recruiting nature. Recruiting material is planned by Public Relations.

When the customer furnishes art and copy, the Director can normally complete the design and layout of the publication within five days. If art work, photographs, special lettering, etc., are required, three weeks should be allowed.

Adherence to the following procedures facilitates more economical and higher quality publication:

1. All materials to be distributed off-campus must be approved prior to submitting to the Director by the official authorizing the expenditure of funds and by the President's Editorial Assistant.
2. Obtain written approval for expenditure, then channel publication through the Office of Communication Service. Copy and layout suggestions should be as complete as possible.
3. Layouts will then be prepared and submitted to the customer for approval.
4. Copy, layout, purchase requisition, and all materials are then returned to the Director who schedules production in the Printing Center.

The purpose of this coordination is to assist the customer in the quality of publications which properly reflect the University and conform to University policy.

THE PRINTING CENTER

The University operates a modern printing center equipped to serve almost any printing need from computerized type setting through binding. The Center is located in the basement of Hickman Hall. Customers enter from the service street behind the dormitory.

Fully offset, the Center performs simple duplicating reproductions of typed masters or produces quality magazines by photolithography as needed.

Observance of the following more important policies improves efficiency and economy of operation.

1. All University printing is performed at the Printing Center, except in the rare case that peculiar technical requirements cannot be met.

2. Printing orders should be placed as early as possible so the work load may be scheduled efficiently.
3. The Printing Center will type duplicating masters at cost for offices with inadequate clerical help or typewriters.
4. Short runs of duplicated material in simple form can normally be produced within one day, but unusual work-loads can delay this schedule by several days.
5. Long multi-page publications requiring typesetting, photography, color, collating, and binding should be scheduled individually.
6. Quick copy is available for reproductions of typed material, such as examinations and class materials. It is produced while the customer waits, usually less than ten minutes. Quality cannot be expected to exceed that of the original typed copy. Quick copy plates will normally produce 500 good copies from the original. Printed material orders which exceed 500 copies from one original, or material that involves other processes, such as collating, folding, binding, etc., does not qualify as quick-copy material.
7. Regular printing must be scheduled and priced as regular material, and equipment and processes used shall be determined by Printing Center management.

UNIVERSITY PHOTO SERVICE

Located on the ground floor of the University Union, the Photo Service provides professional photography for University activities.

Priority is given to Public Relations, Sports Information, Student Identification, campus publications, and The Southerner.

In addition, the Photo Service provides all types of portraiture for students, faculty, and staff members, including full color, tints, oils, and black and white work.

Slide work in black and white and in color is photographed and processed in the Photo Service. Duplicate work in slides or prints for classroom or other needs is available.

The Photo Service maintains a stock of films, papers, and chemicals for departmental purchases.

All filming is done by appointment and those with photography needs are urged to give advance notice (a week is requested) so that schedules may be maintained.

Normal delivery of black and white prints is made in two to four days. Where proofs are desired, an additional day is necessary.

Color prints are processed off-campus and require approximately a week for proofs and seven to ten days for the finished print.

The Photo Service offers film processing for students, faculty, and staff employees.

THE STUDENT PRINTZ PRODUCTION

A modern, fully equipped newspaper production plant is provided by the University with the primary responsibility of producing the student newspaper, The Student Printz.

In addition, this facility provides the University with publications printed in newspaper format.

Staffed by full-time offset printers, the area produces cold type and line and half-tone negatives for various campus publications to be printed in the Printing Center.

The Student Printz printing shop is located in Room 013E, Southern Hall.

PART III

RESPONSIBILITIES OF THE DIVISION OF STUDENT AFFAIRS

In addition to the Director of Housing who reports to both the Financial Secretary and to the Dean of Students, there are six offices or departments in the Division of Student Affairs. Among the responsibilities to these offices, the following alphabetized list are those of most concern to the faculty. They are discussed in the pages which follow. In this, as in many other instances, good communication between departments makes for good administration.

STUDENT AFFAIRS AND THE FACULTY

Absences, Reporting	Counseling	Rooms for Meetings
Academic Difficulty	Discipline	Safety
Activities, Clubs, etc.	Emotional Problems	Scholarships
Address of Student	Employment	Sororities
Advising Organizations	Fraternities	Special Services
After-Hours Emergency	Health Problems	Student Activities
Calendar of Activities	Housing	Student Personnel
Campus Police	Lost and Found	Records
Chaperonage	Loans	University Yearbook
Chartering Organizations	Parking	Veterans Affairs
Cheating	Personal Problems	

Absences, Reporting. Faculty members should send a report (on the blank form provided by the department) to the Associate Dean of Students when any student has (1) an accumulation of excessive absences or (2) when the student has exceeded the "no credit" point established by the individual faculty member. These reports are very important and, if faithfully made, will put the attendance pattern of each student where all can have access to it--in the student's personnel folder in the Office of the Associate Dean of Students. Necessary coordination and follow-up action will be taken.

Academic Difficulty. Many students have academic difficulty. You may choose to assist them personally or refer them to the Office of Student Counseling in the Student Services Center.

Activities, Clubs, etc. Student activities are supervised by the Director of the University Union and Student Activities. All activities conducted by student organizations must be approved by the Director of Student Activities, and only such official student organizations may hold activities on the campus. The Student Activities Office is located in the Union Building and the master student activity calendar is located there also.

Address of Student. Call Student Information - 266-7381 or 266-7382 - for the address of a student. This service is not designed to quote lists of box numbers, etc., over the telephone.

Advising Organizations. An official list of student organizations is available from the Director of Student Activities. Some of these organizations are as old as the University; others are new. These organizations were begun by interested faculty members and students and they serve useful functions as a rule, especially when they are capably advised. Regulations require that each organization must have a faculty adviser.

After-Hours Emergency. Call Campus Security - 266-7121 - or the city police - 583-3511 - in case of an emergency. Ask the city police to radio Car 29 of the emergency. Car 29 is the University Security police car and is manned by University patrolmen.

Calendar of Activities. The all-campus calendar of activities (cultural, social, conference, athletic, entertainment, etc.) is located in the Office of the Director of Student Activities. Campus organizations scheduling activities must place their activities on this calendar well in advance of the date to be sure that no conflict will result with their date. Call 266-7375 for scheduling or for information concerning activities.

Campus Police. Security, safety, parking, and traffic regulations are enforced by patrolmen in the Department of Campus Security. For the convenience of students, the Security Office is open twenty-four (24) hours a day, seven (7) days a week. For safety needs or police

emergencies, day or night, radio contact is possible. Call Campus Security - 266-7121 - or the city police - 583-3511 - and ask for Car 29.

Chaperonage. Faculty members are frequently asked to serve as chaperones at student social functions. This affords many pleasant contacts with students. Chaperones must plan to stay for the entire time of the activity. Student organizations are urged to pay for babysitters and extend other courtesies to chaperones. The Director of Student Activities will advise with chaperones regarding their functions.

Chartering Organizations. State law requires that all University societies such as "academic, professional, honorary, masonic, or so-called Greek letter fraternities or sororities or similar organizations whether local or connectional in character" be approved by the appropriate student-faculty committee. Applications for approval may be secured from the Office of the Director of Student Activities.

Cheating. When cheating is discovered, the faculty member may give the student an F on the work involved or on the course. Disciplinary action, which may involve suspension from the University, is also taken in cheating cases. The student should be reported to the Associate Dean of Students for this action.

Counseling. The Office of Student Counseling provides services to the student with regard to personal, social, and academic problems. Assistance is also provided in the area of educational planning, vocational choice, and improving study skills.

Discipline. The University expects its students to conduct themselves as ladies and gentlemen. Because of some variation in concept, several regulations have been established. They cover such basic violations as possession or consumption of alcoholic beverages on the campus, destruction of property, stealing, cheating, disturbing the peace, gambling, possession of firearms, speeding, etc. The Associate Dean of Students handles disciplinary matters. It is expected that professors will handle the usual classroom discipline; however, exceptional cases should be referred to the above named administrative officer. The faculty is encouraged to promote good and acceptable conduct and to make on the spot corrections whenever they see students conducting themselves discreetly.

Emotional Problems. Please refer students with obvious emotional problems to the Office of Student Counseling. This office can make referrals if it becomes necessary.

Employment. Students seeking employment may be referred to the Director of Student Aid, Room 134, Student Services Center.

Fraternities. For general information regarding fraternities one should see the Assistant Dean of Students for Men. He is the adviser to the Interfraternity Council.

Health Problems. If there is illness, refer the student to the University Clinic or, if certain follow-up is indicated, refer him to the Dean of Students. No written excuses are given by the Clinic. Verification of illness may be confirmed if necessary by contacting the receptionist at the Clinic.

Housing. All matters relating to apartment or dormitory housing are handled by the Housing Office in the Student Services Center.

Lost and Found. The main desk of the University Union is the place to turn in found items or to look for lost items.

Loans. If loans are needed, refer the student to the Director of Student Aid, Room 134, Student Services Center.

Parking. Students, faculty, and staff must purchase registration decals annually for their cars from the Security Office in the west end of McCleskey Hall. The decal indicates the parking zone in which a car may be parked. A brochure entitled "Traffic and Parking Regulations" is available.

Personal Problems. You may choose to assist students with personal problems or you may refer them to the Office of Student Counseling.

Rooms for Meetings. You may wish to hold a meeting in the Univeristy Union, in which instance you should call 266-7388 and reserve a room.

Safety. Campus Security is also responsible for campus safety. Call them when you observe unsafe conditions - 266-7121.

Scholarships. You may secure a brochure about scholarships from the Director of Student Aid and Scholarships, Room 134, Student Services Center, and refer interested individuals to him if they want information about scholarships.

Sororities. For general information regarding sororities, one should see the Panhellenic Adviser, who advises the Panhellenic Council. Her office is in the Ivah O. Wilber Panhellenic House.

Special Services. The Special Services Program is administered by the Director of Student Counseling and provides special services designed to enhance the probability of academic success by the eligible students. For additional information call: 266-7120.

Student Activities. All University-connected student activities conducted by a student organization functioning at the University of Southern Mississippi must be approved by the Director of Student Activities. Only approved student organizations at the University may conduct activities on or off the campus.

Student Personnel Records. The Associate Dean of Students keeps fairly complete personnel files on students in his office. This administrative officer is constantly writing recommendations on students. If you wish information regarding a student, you should contact the Associate Dean of Students. On the other hand, if you possess data which is significant from a personnel point of view, this administrator urgently requests that you let him have the information. The personnel files are confidential and are available to the faculty on that basis. No information from these records will be released to other than authorized University personnel for official purposes without written approval of the individual.

University Yearbook. The Director of Student Activities serves as adviser to the student publication staff for the yearbook, The Southerner.

Veterans Affairs. The Office of Veterans Affairs operates to provide assistance to veterans and eligible dependents of veterans in all aspects of their educational efforts. The campus veterans club is sponsored through the Office of Veterans Affairs. For additional information call: 266-4317.

CODE OF STUDENT CONDUCT

Under the laws of the State of Mississippi the Board of Trustees of State Institutions of Higher Learning shall have general supervision of the affairs of the University of Southern Mississippi. This Board has delegated the power and authority to the President of the University to maintain standards of academic achievement and student conduct. The Division of Student Affairs has the basic responsibility to administer those regulations governing conduct at the University.

Students who register at the University agree to conform to its regulations and policies and are subject to disciplinary action upon violation of these regulations and policies. A student is subject to the laws of the community and the State of Mississippi and enrollment as a student in no way relieves him of this responsibility. The fact that civil authorities have imposed punishment will not prevent the University from protecting its own educational purposes and community by taking suitable action against the student under University regulations.

PROCEDURE FOR EFFECTING DISCIPLINARY ACTION

A student charged with a violation of the regulations and policies of the University has the right:

1. To be notified in writing 48 hours in advance of:
 - a. The charges against him/her.
 - b. The time and place that any disciplinary proceedings against him/her will occur.
 - c. The names of any witnesses who may appear to testify against him/her.
2. To appear alone or with another person to advise and assist him/her before the University Disciplinary Committee.
3. To be present during all phases of the hearing except during the Committee's deliberations.

4. To present evidence in his own behalf, including witnesses.
5. To have reasonable cross-examination of the witnesses appearing against him/her.
6. To have his case heard by the University Disciplinary Committee.

DISCIPLINARY ACTIONS

1. Disciplinary probations may be imposed by the Student Affairs Office in lieu of an appearance before the University Disciplinary Committee, provided the student agrees to such action for a first offender. In the event that such action is imposed, the student will sign a statement of acceptance which will be maintained in the personnel record.
2. Disciplinary probation may be imposed by the University Disciplinary Committee, which may be accompanied by whatever restrictions it may wish to impose upon the student.
3. Separation from the University which may take any of the following forms:
 - a. Suspension for the remainder of any on-going quarter.
 - b. Suspension for a longer, but definitely stated period of time.
 - c. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted upon by the Committee.
 - d. Expulsion which implies permanent separation from the University.

The details relating to all disciplinary cases are confidential records and are maintained in the Office of Student Affairs. These files are not available to anyone outside the area of Student Affairs without the approval of the appropriate dean.

MISCONDUCT

In order to protect the University's educational purposes and the University community, a student may be referred to the University Disciplinary Committee for action for conduct wherever it occurs when as a result of such conduct:

1. He/she is convicted of a felony.
2. He/she is formally charged by civil authorities with the commission of a felony of such a nature that his/her continued presence at the University is potentially dangerous to the health and safety of the University community.
3. There is strong and convincing evidence that he/she has committed a felony of such a nature that his/her continued presence at the University is potentially dangerous to the health and safety of the University community but civil authorities have not brought charges or so imposed penalties.

The University Disciplinary Committee may take the action which they deem appropriate for any violation of University regulations. The following actions are violations of University regulations:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other University activity including the University's public service functions, or of other authorized activities on University owned or controlled property.
2. Obstruction of the free flow of traffic, both pedestrian and vehicular, on University owned or controlled property.
3. Physical abuse or detention of any person at University sponsored or supervised functions, or conduct which endangers the health or safety of any person.

4. Vandalism, malicious destruction, damage, or misuse of public or private property, including library materials.
5. Theft, larceny, embezzlement, or the temporary taking of the property of another.
6. Unauthorized entry into or use of University facilities, including both building and grounds.
7. Violation of University established policies or regulations, including regulations in The Drawl (student handbook), Faculty Handbook, and other publications pertaining to student organizations, student, faculty, administrative staff, non-academic employees, or procedures concerning the time, place, and manner of public expression.
8. Disorderly conduct or breach of the peace including rioting, inciting to riot, assembling to riot, inciting to raid, and assembling to raid University units.
9. Violation of rules governing residence in University owned or controlled property.
10. Academic cheating or plagiarism.
11. Furnishing false information to the University with intent to deceive.
12. Forgery, alteration, or misuse of University documents, records, or identification cards.
13. Intentionally issuing bad checks or ignoring legally binding financial obligations.
14. Lewd, indecent, or obscene conduct, or public profanity.
15. Possession of firearms, ammunition, explosives, fireworks, dangerous weapons, or dangerous chemicals.
16. Failure to comply with directions of University officials and any other law enforcement officers acting in performance of their duties and to identify oneself to these officers when requested to do so. For this purpose, all students are required to have their identification cards on

their person at all times when outside the dormitory to which they have been assigned by the institution. The same regulation applies to other students who are domiciled elsewhere. The ID card is used for identification of students in case of accidents, emergencies, or students suspected of or involved in violations.

17. Illegal manufacture, illegal or unauthorized possession, sale, or distribution or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other known illegal drugs.
18. Gambling.
19. Violations of any of the State, local, and federal laws.
20. Possession, consumption or evidence of consumption or sale of alcoholic beverages on campus.

The University Disciplinary Committee shall be appointed by the University President. It shall be composed of four students, four faculty members, and the Associate Dean of Students who will act as the chairman. One of the Assistant Deans of Students will present evidence to the Committee in behalf of the University. Five members of the Committee will constitute a quorum.

OFFICE OF THE UNIVERSITY CHAPLAIN AND COORDINATOR OF RELIGIOUS AFFAIRS

The Office of the University Chaplain and Coordinator of Religious Affairs is non-sectarian and aids all religious groups on campus as requested by them. It works closely with the denominational campus ministers. Program resources, speaker suggestions, and organizational plans are available.

Personal counseling is provided for those whose problems concern the moral and religious dimensions of personality. The University Chaplain and the campus ministers provide this service.

Campus-wide religious events are held during the year. These programs are carried out by the Student Religious Federation.

Any student or group of students wishing to develop a new religious activity or project is invited to use the services of the Chaplain's Office.

CONFERENCES, WORKSHOPS, AND INSTITUTES

Any person who is responsible for any conference, institute, or workshop should contact the Division of Extension and Public Service for assistance relative to the matter of working out the administrative details pertaining to these activities. Additionally, he should contact the Associate Dean of Students in regard to the rules and regulations which conferees must follow.

PART IV

ACADEMIC ORGANIZATION

The purpose of every phase of the University is to facilitate higher learning either directly or indirectly.

THE DEAN OF THE UNIVERSITY

The Dean of the University answers to the President for the development of well-conceived and organized curricula, administered and taught by the most competent faculty available. The Dean's general duties include:

1. Recommending employment, retention, placement, promotion, and transfer of academic personnel.
2. Administering admissions policies and procedures and student recruitment.
3. Maintaining academic records.
4. Publishing official bulletins, working closely in this respect with the President's Research and Editorial Assistant.
5. Reviewing and interpreting rules and policies concerning academic procedures.
6. Planning curricula and schedules.

Of these duties, Item 1 has already been covered in Part I. Items 2 and 3 are covered in the following section on the Office of the Registrar and the Office of Admissions. Item 4 is self-explanatory. Items 5 and 6, being the most complex responsibilities of the Dean in relation to the faculty, are given detailed treatment in this section.

SPECIAL ACADEMIC SERVICES

Special Academic Services, responsible to the Dean of the University, embraces six offices: Admissions, Recruitment, Career Development Center, International Student Affairs, Orientation and Pre-Registration, and the University Registrar.

The Director of Admissions is responsible for the evaluations of college credits, CLEP, advanced placement, military training, foreign student credits, or other credentials for admission. He is also responsible for determination of legal residence for the purpose of assessing out-of-state fees. Processing of students who wish to withdraw from the University is also a function of the Director of Admissions.

Recruitment and development of recruitment ideas and materials are major functions of the Office of Recruitment. The coordination of these functions involves the entire University and requires that a close liaison be maintained with the University faculty and administration. Articulation must be maintained with high school and junior college personnel.

The Director of Orientation and Pre-Registration plans and coordinates orientation and advisement and pre-registration of all University students but is specifically responsible for the advisement of first-year University students.

For faculty information, the following functions of the office deserve special notice:

Applying for Admission or Re-admission. A student desiring to apply for admission as an undergraduate or graduate should secure the necessary forms from the Office of Special Academic Services. The applicant should note particularly the deadlines (found in the official University Bulletin) for filing applications. Applications for re-admission are filed in the Registrar's Office. There is no deadline for filing an application for re-admission; however, the student's registration will be expedited if his application for re-admission is filed at least two weeks prior to registration.

Undergraduate and Graduate Bulletins. Distribution of graduate and undergraduate bulletins is handled in this office. Requests for bulletins may be sent by mail or telephone to the office.

INTERNATIONAL STUDENT OFFICE

The International Student Office, responsible to the Dean of Special Academic Services, coordinates the administration of the foreign student program at the University. The Director of the International Students is responsible for the three major functions of that program:

1. Processing of all admissions procedures for both graduate and undergraduate students;
2. Issuing of all immigration forms and the supervision of regulations pertaining thereto;
3. Being the centralized reference point to which all international students may go for questions, answers, and direction.

The international student enrollment at the University is approximately 100 students per quarter with representation from some 40 countries and cultures throughout the world.

THE CAREER DEVELOPMENT CENTER

The Career Development Center will assist individuals interested in career evaluations, establishing career directions, developing career strategies or career goals, and deciding on a University major. The following services are provided:

Career Testing Service. Testing of individuals to obtain more information to use in career development will be undertaken. Ability, interest, achievement, aptitude, and personality tests will be utilized to assist the individual in looking at himself for career development purposes.

Career Development Service. Career Development Specialists will assist the individual in using test background and experience and career data to evaluate the status of his career, to determine career directions, to develop career strategies and career goals, and to decide on a University major.

Career Consultation Service. Consultation will be provided to parents, counselors, educators, students, ministers, and others to assist them in working more effectively with individuals in career development. Parents of students involved in Career Development may participate in conferences with their children about their Career Development.

THE REGISTRAR'S OFFICE

The Registrar's Office serves as a documentation center for all academic records of students.

By means of data processing, the Registrar's Office posts all academic records for all students, and retrieves from these records data for transcripts, teacher certification, faculty advisement of students, staff research on students, the checking of graduation requirements, reports on student progress, etc.

The Registrar is responsible for registration. The Registrar also serves as secretary to the Academic Council, the Graduate Council, the University Council, and the faculty.

In relation to the faculty, the following functions of the Registrar's Office deserve special notice.

Reporting of Grades. Each quarter, the Registrar's Office forwards to each instructor a temporary roster (mid-term) and a final roster. It is the instructor's responsibility to compare the temporary roster to his class roll and report any differences to the Registrar's Office. By carefully checking the temporary roster, errors on the final roster are minimized. The final grade roster is sent out the week prior to final examinations. These rosters are machine readable Op-Scan forms and must be hand delivered in all cases. Instructions as to how to mark the forms and the date the rosters must be returned to the Registrar are enclosed with each roster. It is imperative that each instructor bring the final grade roster to the Registrar's Office in person and by the time and date indicated. This is necessary because each roster is carefully checked as it is turned in and any errors are reconciled at that time.

The grading system is found on pages 51-52 of the current University Bulletin. A faculty regulation provides that except in cases of obvious clerical error, a grade of A, B, C, D, or F may not be changed without permission given by the faculty in regular meeting.

The grade of E may be submitted for a student who is enrolled in a course that is not completed by the end of the quarter. The E grade is designated as "course in progress." The design of the E grade is for developmental type courses and is applicable for thesis and dissertation. However, this is not to be confused with the grade of I (incomplete). The I grade should still be used when the individual student has failed to complete the necessary assignments.

The E grade remains on the students record and the student must re-register for the course.

Dropping or Adding Courses. A student has the right to change his schedule within the specified period if he pays the required fees and if there is space available in the course which he wishes to add. The student may also drop a course within the drop period.

In the event that a student thinks he should change his schedule, either to drop or add a course, it is recommended that he consult his adviser, and then he should go to the central drop and add office operated by the Registrar to effect the desired schedule change. When dropping a course, the student must pick up the orange class card from the instructor prior to reporting to the central drop-add area.

Withdrawing from the University. When it becomes necessary for an undergraduate student to withdraw from the University, he should go to the Office of Admissions and Special Academic Services to sign a withdrawal form. Graduate students should go to the Dean of the Graduate School. Failure to withdraw in the proper manner will result in the student's receiving F's in the courses for which he is registered. The dean of his school or college in turn notifies the student's instructors of the withdrawal.

Application for a Degree. An application for a degree should be filed at least three quarters before the student plans to graduate, and it must be filed no later than mid-term of the quarter preceding the quarter in which the student plans to graduate. These forms, with directions for filing the application, may be obtained from the Registrar's Office, except for the Colleges of Business Administration and Science and Technology which have their own forms.

Requests for Student Record. The academic record of a student is available in the Registrar's Office to the faculty on written requests detailing the reasons for the request. If a faculty member needs a copy of a student's record for advisement purposes, he should request that the student purchase a memorandum of his credits from the Registrar's Office. A memorandum costs fifty cents. The Registrar's Office provides 24 hour service on transcript requests.

Scholarship Standards. The following standards for continuing residence at the University of Southern Mississippi as approved by the Academic Council are:

An undergraduate student will be allowed to continue in the University as long as he maintains the following grade point average on all courses attempted at the University.

<u>Total Hours Attempted</u>	<u>Required Grade Point Average</u> (USM Work Only)
18 through 24	1.25
25 through 36	1.50
37 through 48	1.65
49 through 60	1.75
61 through 72	1.80
73 through 84	1.85
85 through 96	1.90
97 through 108	1.95
109 and above	1.97
For graduation	2.00

The student will not be placed on probation prior to suspension. He will be suspended for the period following his failure to make the minimum scholastic standards. Notice of suspension will be carried on the end-of-quarter grade report. Total hours attempted will include credit undertaken at the University and credit transferred only. Transfer work and pass-fail will appear in the other-hours category. Courses in which a student receives an I will not be counted in the "total hours attempted."

Appeals for reinstatement by students suspended under this policy will be directed to the department chairman of the college or the dean of the school in which the student is enrolled.

Any student who earns a 0.00 grade point average on nine (9) or more hours for any one term will be automatically suspended regardless of his overall grade point average, and must appeal the suspension in the same manner as the academically suspended student.

The first and second suspension will be for at least one quarter and the third suspension will be permanent.

CURRICULUM PLANNING AND BUILDING

The curriculum-building function of the University is structured as follows: The Academic Council approves the undergraduate curriculum; the Graduate Council approves the graduate curriculum. The actions of both councils are subject to the final approval of the President of the University.

The Academic Council shall be composed: first, of the President, the Dean of the University, the deans of the Colleges of Liberal Arts, Science and Technology, and Education and Psychology, Business Administration, and Fine Arts, the Schools of Health, Physical Education, and Recreation, Home Economics, and Nursing, and the Dean of the Graduate School, none of whom shall have the right to vote except that the chairman may vote in the case of a tie vote; second,

four (4) elected, voting members each from the full-time faculties of the Colleges of Liberal Arts, Science and Technology, and Education and Psychology, three (3) elected, voting members each from the Colleges of Business Administration and Fine Arts, and third, two (2) elected, voting members each from the Schools of Health, Physical Education, and Recreation, Home Economics, and Nursing; and three, (3) voting full-time student members to be nominated by the President of the Associated Student Body, ratified by the Student Senate, and recommended by the Dean of the University to the President for appointment. The Registrar shall serve as non-voting secretary to the Council. The President shall be chairman and the Dean of the University vice-chairman and executive officer of the Council.

The terms of elected faculty shall be three years, so arranged that approximately one-third of the members shall retire each year. Faculty members, regardless of their terms of office and the circumstances of their appointment, shall not be eligible for re-election for a period of one year. Appointed student representatives shall normally represent the sophomore, junior, and senior classes, shall be appointed for one-year terms, and may be renominated at the discretion of the Associated Student Body President, ratified by the Student Senate, and recommended by the Dean of the University to the President for appointment.

The Academic Council shall have general supervision over all undergraduate academic affairs of the University. It is anticipated that changes in the undergraduate academic program will be initiated by the colleges and schools and will have the approval of their faculties before submission to the Academic Council. It will be the responsibility of the Academic Council to review all suggested changes and to approve or disapprove proposals submitted. The Academic Council shall also have the power to initiate changes in the academic program that seem essential to the welfare of the institution.

Actions of the Academic Council are reviewed by the President of the University. Any amendatory action taken by the President is returned to the Academic Council for its concurrence before becoming effective.

The Graduate Council is composed of the Dean of the Graduate School, the President, and the Librarian as permanent members. In addition to these permanent members, the Graduate Council includes two faculty members from the College of Education and Psychology, one from the College of Liberal Arts, one from the College of Science and Technology, one from the College of Business Administration, one from the College of Fine Arts, one from the School of Health, Physical Education, and Recreation, one from the School of Home Economics, one from the School of Social Work, and one from the School of Nursing. All serve terms of two years. The academic deans are non-voting members of the Council. The appointments are made by the President of the University upon the recommendation of the Dean of the University. The Dean of the Graduate School serves as chairman of the Graduate Council but does not have veto powers over actions of the Council. Actions of the Graduate Council are reviewed by the President of the University. Any amendatory action taken by the President is returned to the Graduate Council for its concurrence before becoming effective.

Course proposals submitted for Academic Council or Graduate Council consideration normally originate at the departmental level, and carry the endorsement of the relevant college or school curriculum committee. Both at the departmental level and in the curriculum committees, therefore, faculty members have the opportunity to exercise academic statemanship through responsible self-government. When serving on the Academic Council or the Graduate Council, the faculty member has the opportunity to think, no longer in terms of his own particular department or school, but in terms of the whole University.

In the absence of an agreed and explicit policy on curriculum building which would serve as a guideline for the Academic Council and the Graduate Council, the University-wide responsibilities of these two councils are correspondingly great. The President of the University may provisionally delegate to them his duties as principal academic officer, but he cannot abdicate his final responsibility.

MEMBERSHIP ON THE GRADUATE FACULTY

Any faculty member of the University holding the rank of assistant professor or higher may be considered for membership on the graduate faculty. Membership is determined by the Graduate Council on the basis of an individual's function and qualifications, and upon recommendation of the appropriate department chairman and dean. Faculty without earned doctoral degrees are to be resubmitted for approval at the first of each academic year.

Three categories of responsibility and authority exist on the graduate faculty: (1) Instructional Responsibility; (2) Master's Responsibility; and (3) Doctoral Responsibility. Functional authority and attendant qualifications for each are elaborated below.

Instructional Responsibility. Members of the faculty with "Instructional Responsibility" are appointed to teach specifically designated courses whose content lies within the area of specialization of the faculty member. Minimum qualifications for appointment are: (1) completion of a master's degree plus one year of advanced work or its equivalent in training and experience; and (2) unique qualifications for teaching the specialized courses to which the individual is assigned.

Master's Responsibility. Members of the graduate faculty with "Master's Directive Responsibility" are authorized (1) to teach graduate courses, (2) to serve on advisory committees of master's students, and (3) to serve as chairman of a master's committee, provided they have an earned doctorate.

Subject to special considerations, minimum qualifications for appointment are completion of all work but the dissertation toward an earned doctoral degree, and proven ability to conduct scholarly research. Appointments to the graduate faculty in this category are automatically renewed for a second year upon recommendation of the department chairman if the appointee has not completed an earned doctorate; thereafter, appointments will be subject to submission of evidence of satisfactory progress toward completion of the dissertation.

Doctoral Responsibility. Members of the graduate faculty with "Doctoral Directive Responsibility" are authorized to perform any function appropriate to graduate education.

Subject to special circumstances, the minimum qualification for appointment is an earned doctoral degree.

USE OF MAIN AUDITORIUM

Permission to use the Main Auditorium is secured through the Office of the Dean of the University.

PART V

OFFICE OF EXECUTIVE AFFAIRS AND DEVELOPMENT

The Office of Executive Affairs and Development embraces six principal offices: Public Relations, the Library, the Computer and Data Processing Center, the Placement Bureau, Student Aid and Scholarship, and the Alumni Association. To aid him in supervising these six offices, the President has an Executive Administrative Assistant who is also the principal coordinator for the new construction program which involves the closest liaison among architects, contractors, state agencies, and campus departments from initial planning through to completion and occupancy. Since both the construction program and the six offices listed above inevitably impinge upon other sectors of the University's organization, the Executive Administrative Assistant also works closely with all other administrative and academic officers where coordination may aid in effecting solutions to problems.

THE LIBRARIAN

The University of Southern Mississippi agrees completely with the following "Standards for College Libraries" of the American Library Association:

The Librarian should be directly responsible to the President. Since the library is an important department serving the entire institution, the Librarian should rank with the other chief administrative officers. However, since he is concerned primarily with the academic program of the institution, he will work in a particularly close relationship with the head of the academic program. The Librarian should be a member of the college planning group for the curriculum and of any other committee whose activities will vitally affect the future of library service.

As a rule, there should be a faculty library committee. The committee should act strictly in an advisory capacity. It should consist of both senior and junior faculty members, carefully chosen for their demonstrated understanding of library problems and for their willingness to take a genuine interest in the collections beyond those pertaining to their own departments. The committee should interpret the problems and policies of the library to the faculty and, in turn, make suggestions for the improvement of library service. It may also represent the faculty in the apportionment of book funds, insofar as they are allocated to the departments. The Librarian should be a regular member of the committee and may serve as its chairman.

LIBRARY SERVICES

The Joseph Anderson Cook Memorial Library is a modern, two-story building completely fire-proof and air-conditioned. Of modular construction, it is arranged in four large divisional areas, each division containing its own current and bound periodicals, classified books, and other materials in the subject field. The divisional areas are: Humanities, Social Science and Government Documents, Science and Technology, and Education and Psychology. Book stacks and reading areas are intermingled throughout the Library, with the book stacks open to all.

The Library is currently acquisitioning in excess of 35,000 volumes annually, along with 2,000 journals and extensive microform holdings.

In the Spring of 1974 the Library changed from the Dewey Decimal classification to the Library of Congress classification. As there is no plan to re-classify the books with Dewey Decimal numbers at this time, there will be two classifications of books in the Library for some time to come.

FIRST FLOOR

Circulation Desk. Easily seen from the main entrance, the Circulation Desk is the focal point of circulation activity for both charging and returning two-week and reserve books. It is necessary to present one's personal I.D. card when checking books out of the Library.

Card Catalog. To the left of the Circulation Desk as you enter the building through the front door is the card catalog which indexes all materials by author, title, and subject. Indexes to government publications will be found by the desk of the Social Science and Government Documents Librarian.

General Reference Area. Standard reference titles will be found on the shelving opposite the card catalog. Subject, regional, and national bibliographies are also shelved in this area.

Microform Room. Located in the northwest quadrant of the first floor, this room contains the micro-materials holdings of the Library. It is completely equipped with readers for all microforms and with reader/printers for microfilm and microfiche.

Typing Room. A small room just north of the card catalog section contains typewriters for the use of students and faculty.

Administrative Offices. The offices of the Librarian, the associate librarian, and secretary are immediately to the left of the entrance.

Education and Psychology Division. Education and Psychology books are shelved in the southeast section of the first floor. This area includes general materials in these two fields. The appropriate classification numbers are : 130-139; 150-159; 370-379; Juvenile, and L.C. Classifications BF, L, and Z.

Science and Technology Division. This area, located in the northern section of the first floor, includes mathematics, astronomy, chemistry, geology, biological science, physics, medicine, hygiene, engineering, agriculture, home economics, technology, manufacturing, and mechanical trades. Shelved in this area are books with the following classification numbers: 500-649; 600-669, and L.C. Classification G, Q, R, S, T, U, V.

SECOND FLOOR

Humanities Division. This area, in the southern section of the second floor, includes journalism, philosophy, religion, languages, fine arts, and literature; it contains the following classification numbers: 000-129; 140-149; 160-299; 400-499; 700-899; fiction, and L. C. Classifications A, B (except BF), M, N, and P.

Social Science and Government Document Division. In the rear section of the second floor, this area includes government documents, sociology, political science, economics, administration, commerce, business, history, geography, and travel. Books with the following classification numbers are shelved in this area: 300-369; 380-399; 650-659; and 900-995, and L. C. Classifications C, D, E, F, G, J, K. The USM Library was designated a full depository for U. S. Government publications in 1969. Prior to that time it was on an extensive selective basis. The collection, in most instances, is not included in the public catalog, but is indexed in the Monthly Catalogs to U. S. Government Publications.

Mississippi Room. The Mississippi Room is located in the extreme northern section of the second floor. Books and other materials written by Mississippians or about Mississippi are shelved in the Mississippi Room. Also shelved in this area are the State of Mississippi publications, the University archives, and other special collections which include the Earnest A. Walen Collection of Confederate materials and the William M. Colmer Collection of the papers of former Congressman William M. Colmer of the Fifth District of Mississippi.

BOOK REQUESTS

Requests for the addition of books to the library collection should be submitted to the Office of the Librarian through the department chairman. Special request slips are provided for this purpose and may be obtained from the Office of the Librarian. The more complete the information given on the slips the more rapidly they can be processed and the requests filled. Multiple order forms are used in placing book orders. A copy of the order form, stamped "Available in the

Library," is sent to the appropriate faculty member when the book has been received, processed, and is on the shelf ready for use. If the book is out of stock or out of print the original request slip is returned with a note indicating this status.

RESERVE BOOKS

Because of the interdisciplinary coverages of many books, it has become necessary to impose some restrictions on the reserve book system. Reserve book requests, which are available at the Circulation Desk, must be completed and turned in to the Circulation Desk at least one week prior to the assignment release date to insure availability of the book(s). Caution should be exercised so as not to put a book on reserve unless a specific assignment in the book is to be made, as experience has proved that approximately one-half of reserve books are seldom or never used. Reserve book status should be requested only for the quarter the course is taught.

LOAN PRIVILEGES

The majority of books in the Library may be charged out by the faculty and upper level administrative officials (those officials who are listed in the University Bulletin under Administrative Officers) through a current quarter. All books are due the final Monday of a quarter so that the library records may be cleared. At its December 13, 1974, meeting the Library Committee recommended that loans to faculty members be limited to a quarter period at a time, and that faculty members be charged for library books not returned at the end of a quarter. It was felt that this change in policy was necessary due to the increasing demands for library materials.

Doctoral students working on their dissertations are allowed quarter term loans. However, each student must secure from his major professor a letter to the Librarian stating that dissertation work is in progress. Faculty dependents and University staff members are limited to two-week loans and are liable for fines incurred and for lost books. A special library card may be issued for the use of a faculty or staff member's spouse upon written request to the Circulation Desk by the sponsoring faculty or staff members.

INTERLIBRARY LOAN SERVICE

The primary purpose of interlibrary loans is to make available, for research and for serious study, library materials not in a given library. Because of the cost of the service and the conflicts in demands for certain classes of material, the interlibrary loan service must be restricted to requests that cannot be filled by any other means. This service is restricted to the faculty and graduate students. The latter are expected to select dissertation topics that will not require heavy borrowing from other libraries. Faculty members may not borrow books on interlibrary loan for the purpose of Reserve Book reading assignments. The USM Interlibrary Loan service operates under the National Interlibrary Loan Code of the American Library Association. Loan requests will be submitted to the Interlibrary Loan Librarian.

PRINT COLLECTION

The Library maintains a lending print collection. A print may be borrowed for a period of one quarter upon the payment of a fee of \$1.50. Prints are charged out of the Library at the Circulation Desk. A display of prints available for loan will be found in the area of the card catalog.

EDUCATIONAL MEDIA SERVICES

(In the College of Education and Psychology)

The Educational Media Center, housed in the Education and Psychology Building and operated with the Department of Research and Human Development, offers several different types of services for enhancing instruction. Services rendered by the Educational Media Center are available on an individual or coordinated basis and can be arranged by calling 266-7304.

Film Library Services

Located in the Education and Psychology Building, Room 125, the film library distributes University-owned films as well as those films available through the Regional Cooperative Film Library. A comprehensive film catalog is available upon request.

Audiovisual Services

Various types of audiovisual equipment are available to faculty members. Equipment and films may be reserved in advance of the time needed.

Educational Television Services

A studio located in the Education and Psychology Building, Room 103, may be scheduled by faculty for classes or other groups in instructional videotaping. Equipment for classroom use, and a technical staff are available for instructional assistance.

Graphic Services

Located adjacent to Room 125 in the Education and Psychology Building, Graphic Services prepare projection transparencies and slides for instructional purposes. Pictorial material is prepared for instructional and publication illustrations.

The Curriculum Materials Center

The Curriculum Materials Center, located in Room 102 of the Education and Psychology Building, is an integral part of Educational Media Services. It is a functional, air-conditioned laboratory stocked with multi-media materials which are provided to support classroom instruction. The Center contains textbooks, curriculum guides, tapes, filmstrips, film loops, and many similar materials used by students for personal career development.

COMPUTER AND DATA PROCESSING CENTER

The Computer Center is the coordinating office charged with the responsibility of making optimum use of available computer resources. The Department of Computer Science and Statistics provides an all-University research, education, and service facility for the faculty and students. The Data Processing Department provides computer services for administrative offices and departments. Computer equipment consists of a Xerox Sigma 9 system with 128 K words of memory. The equipment is housed on the first

floor, west, of Forrest County Hall, with the Department of Computer Science equipment directly overhead. Terminal installations are on the first floor of the College of Business Administration Building, and in other campus locations.

PUBLIC RELATIONS

The primary function of Public Relations is to publicize the teaching, research, and community service activities of the University, particularly in the Southeast. Improving internal communications is also important.

The staff relies heavily on units within the University for its news sources, and its effectiveness as a communicator is far greater when the office is notified well in advance of a newsworthy event.

Writing and distributing releases for newspapers, magazines, radio, and television occupy large portions of the staff members' time; this includes the production of short features and news film for television.

The staff works closely with the Office of Admissions and Special Academic Services and with the Alumni Association in recruiting and with the Division of Extension and Public Service in publicizing credit and non-credit short courses on all three campuses. Brochures and other promotional materials are also coordinated by Public Relations.

PLACEMENT BUREAU

The Placement Bureau, located on the first floor of the University Union, is maintained and operated by the University in accordance with the principles and practices of college placement and recruitment of the College Placement Council. The purpose of the Placement Bureau is to assist graduating seniors, graduate students, and alumni in securing an employment opportunity that will provide the candidate the optimum long-term utilization of his talents, consistent with his career interest, education, and personal objectives. The aims and objectives of the Placement Bureau are:

1. Service to the student
2. Service to the employer
3. Service to the University

Briefly the functions of the Placement Bureau are:

1. To circulate to students and faculty up-to-date career information and employment opportunities in business, government, industry, and education.
2. To maintain personnel records for students and graduates wishing to use the Bureau's services, and to supply information from such records to potential employers.
3. To make contacts with employers to arrange interviews. Many business, industry, government, and educational employers arrange recruiting schedules annually in the Placement Bureau.

There is no fee for the Placement Bureau's services and registration is optional. However, if the Placement Bureau is to achieve its aims and objectives, it must continue to receive the outstanding support and cooperation from the faculty that it has enjoyed in the past.

ALUMNI ASSOCIATION

The University regards its Alumni Association as an important part of its development.

Basic to the work of the Alumni Association is a good records system. The Alumni Office maintains three sets of records on recent graduates and as many former students as it can trace. These are: (1) an alphabetical folder file; (2) a class card file; and (3) a geographical file. The alphabetical file folders contain all personal data that the office can obtain on alumni, including correspondence, newspaper clippings, etc. The class card file lists the name, degree earned and major subject, and the class year of the alumnus. The geographical or plate system of filing is used primarily for mailing lists for circulating alumni publications.

Southern News and Views is published four times a year and mailed to all persons listed in the office files. Alumni News is mailed four times a year to all active members of the Alumni Association.

Membership in the Alumni Association is of two types--active and associate. Active members are former students of the University who pay annual membership fees. Associate members are not alumni of the University but persons who are interested in the welfare of the University and who pay annual membership fees. Individual membership in the Association is continuously climbing. During the past four years active memberships have exceeded 10,000.

The local chapter is also an essential unit in the Alumni Association. At present, there are more than sixty active organized chapters.

Faculty and staff members are invited to participate in Alumni Association sponsored activities. Contact the Alumni Office for addresses of graduates. Please give the office data on graduates that you may receive from time to time.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI FOUNDATION

The University of Southern Mississippi Foundation, administered by a secretary-treasurer who is also Director of Alumni Affairs, was organized in 1959 by alumni and friends as the "receptacle for all gifts to Southern." Great emphasis has been given to securing funds for scholarships. During the past academic year, more than two hundred students received some financial assistance through the Foundation.

Faculty and staff members may contribute to the Foundation for either designated or undesignated purposes. A payroll deduction plan has been established for those who desire to make monthly donations for a specified period. Many have made memorial gifts to the Foundation. These memorial gifts are receipted to the donor, and the designated person is informed about the contribution. All gifts to the Foundation are tax deductible, and each donor receives a copy of the annual report.

At the end of the first decade of operation in 1969, income in the Foundation exceeded the goal of one million dollars when a total of \$1,054,136.38 had been received. The second million in total income was surpassed in 1974. Faculty and staff members are requested to mention the Foundation to prospective donors. Leads should be given to Foundation officials or the data mailed to Box 13, Southern Station.

STUDENT AID AND SCHOLARSHIPS

For information, see pages 47 and 63 in this Handbook and pages 37-39 of the current USM Bulletin.

PART VI

INTERCOLLEGIATE ATHLETICS

The University of Southern Mississippi is an active member of the National Collegiate Athletic Association.

The University of Southern Mississippi is recognized as one of the strongest "independents" among the nation's colleges and universities in intercollegiate athletics. Its football and basketball teams have been nationally rated in recent years, and its baseball teams have graduated many stars to professional careers. In addition to these three major sports, the University has organized intercollegiate golf and tennis competition.

THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics, who reports directly to the President, is responsible for:

1. Budget preparation and financial and property management relating to the athletic program.
2. Coaching, training, and management staffs.
3. Student recruitment, eligibility, housing, and medical care.
4. Alumni and public relations in connection with the athletic program.
5. Scheduling and game organization.

THE ATHLETIC COMMITTEE

The President of the University names a faculty and staff committee to rule on the eligibility of participants in the intercollegiate athletics program. Members are: J. L. Milam, Chairman, B. Reed Green, M. C. Johnson, Danny Montgomery, Gene Saucier, C. O. Smalling, J. R. Switzer, Shelby Thames, and Sidney Weatherford, and one student representative.

PART VII

TOWN AND GOWN: RECREATION, ENTERTAINMENT, AND CITIZENSHIP

New faculty members will be impressed with the cordial relations existing between the University campus and the surrounding community. Hattiesburg, a city of 40,000 in population and a central hub of highway, rail, and air connections to Baton Rouge, New Orleans, the Mississippi Gulf Coast cities, Mobile, Laurel, Meridian, Jackson, Vicksburg, and Natchez, has been interested in the University for more than half a century. The mutual good will shared by campus and community is shown in the heavy public use of University facilities, by good citizenship displayed by faculty members, and in the many local organizations to which both faculty and citizens belong.

Hattiesburg is a community with a healthy civic pride--a substantial part of this civic pride being explicit in one of the municipal slogans, "Home of the University of Southern Mississippi."

The many public schools in the city, a well-developed parochial system, and one private school care for more than 8500 students in grades one through twelve. New University faculty members with school-age children may secure details on public school registration from the office of the Hattiesburg Superintendent of Schools - 584-6283.

In their capacity as good citizens of the community, members of the University of Southern Mississippi faculty and administration serve on some of the fourteen city government boards and commissions. Relations with the Forrest County Board of Supervisors are equally good.

Nearly all civic clubs and churches in Hattiesburg include in their membership some representatives from the University faculty or student body.

The President of the University makes an annual report to the service clubs in the city on the University's contributions to the community and excerpts from this report are printed in the daily newspaper, the Hattiesburg American.

CAMPUS AND COMMUNITY FACILITIES AND PROGRAMS

1. The University Golf Club. On University-owned property near the central campus the University Golf Club has an 18-hole golf course surrounding a 25-acre recreational lake, Lake Sehoy.

The club is open to faculty and students. Faculty players pay the club professional yearly greens fees of \$40.00. Students pay quarterly greens fees of \$10.00. Local golfers who are not connected with the University pay yearly greens fees of \$150.00. Clubs, caddy carts, or electric carts may be rented at the pro shop.

Lake Sehoy, surrounded by the golf course, is available to the faculty and their families for fishing and boating, subject to club regulations. Fishing parties are requested to register at the club house when entering the premises.

A covered picnic patio has been made available for family or organizational use. There is a small fee charged for the use of the patio. To reserve this, call the Golf Club - 583-2226.

2. The College of Fine Arts Concert Series. Encouragement of the fine arts is one of the important functions of a university and the University fully accepts its obligation to enhance the cultural life of its community. The College of Fine Arts offers an outstanding series of theatre productions, operas, art exhibits, musical programs, and concerts throughout the year. Theatre and musical productions are available during the summer months to all faculty members and their families, with tickets available at a nominal price.
3. The Hattiesburg Community Concert Association. An invitation to become a member of the Hattiesburg Community Concert Association is extended to all faculty members. Further information may be secured by contacting Mrs. K. L. Aikens - 582-1305.
4. The Hattiesburg Civic Arts Council. This group was organized to coordinate all fine arts activities in the city. Special programs, art exhibits, puppet shows, etc., are offered during the year. For more information, see the Dean of the University.

THE FACULTY AS CITIZENS

1. Charitable Contributions. The faculty and staff of the University contribute a very substantial part of this community's donation to various charitable drives. A permanent Drive Chairman appointed by the President of the University represents the University in all community drives and is responsible for details of collections on the campus. At present, the only charitable drive which the University recognizes officially is the United Givers Fund.
2. Automobile Licenses and Tags and Campus Car Registration. Mississippi automobile license tags expire annually on October 31. Tags go on sale October 1st and must be on vehicles November 1st. License tags are obtainable at the Office of the County Tax Assessor and Collector in the Courthouse.

At the time of first purchase of Mississippi license tag for automobile owners coming in from out of state, the title, license tag, and license tag receipt must be presented. If a lien is on the vehicle, a copy of the security agreement must be furnished. If a new automobile or truck is purchased out of state and is being licensed for the first time, a manufacturer's Statement of Origin, security agreement (if there is a lien on the vehicle), and an invoice showing sales tax has been paid must be presented.

After the first Mississippi tag is purchased in Forrest County, statements are mailed annually. Tags can then be purchased by mail, at the County Courthouse, or at one of two sub-stations.

Mississippi residents are required to have Mississippi drivers' licenses, issued after examination (on knowledge of the highway code as well as operation of a car) by the Highway Safety Patrol. A person with a Mississippi driver's license must have a Mississippi license tag and a safety inspection sticker on his car. Safety inspection stickers can be obtained from any of the authorized inspection stations in the city.

Faculty/Staff members are advised that the laws of Mississippi read, in part, that any person "who has paid the current privilege license required by the laws of another State upon a private carrier . . . , and therefore becomes a resident of the State of Mississippi, . . . , or who is gainfully employed in this State shall be entitled to operate such vehicle without obtaining a privilege license in this State for a period of not more than thirty (30) days." In view of the law, no Faculty/Staff member will be permitted to register a vehicle for operation on the campus unless he has registered the vehicle in Mississippi and displays a current Mississippi license. Faculty/Staff members must furnish proof, on demand, of a Mississippi registration of the vehicle.

Faculty and staff members, along with students, are required to register automobiles operated on the campus with the University Department of Campus Security. A pamphlet which outlines traffic and parking regulations on the campus may be secured from the Department of Campus Security. Administrative penalties are assessed for violation of these regulations, and persistent violators may be denied the privilege of operating an automobile on the campus.

3. Property Taxes. City and county real estate taxes are due December 15th and delinquent February 1. City taxes are payable at the City Hall, and county taxes are payable at the office of the Tax Assessor and Collector in the County Courthouse. Applications for homestead exemption are available at the Tax Assessor and Collector's Office in the County Courthouse. This application covers exemption for both county and city. If applying on a piece of property acquired during the previous year, a copy of recorded deed must be presented. April 1 is the deadline for signing for homestead exemption.
4. Personal Taxes. Faculty members are reminded that the State of Mississippi levies a personal income tax. The University is required to make payroll deductions for this tax.
5. Voting. Residential qualification for voting is one month in the State. Separate registration is necessary for municipal elections. Registration is handled by the Circuit Clerk's Office (in the County Courthouse) for county, State, and national elections, and at the City Hall for municipal elections.

ORGANIZATIONS LINKING CAMPUS AND COMMUNITY

Faculty and staff members of the University take a prominent part in local civic and service clubs and in local church groups. In addition to these civic and church organizations, there are two professional education societies which help link the campus to the community: Delta Kappa Gamma and Phi Delta Kappa.

Delta Kappa Gamma is an international honor society for women teachers, with membership by invitation. The society seeks to honor women who have given distinctive service to education; to sponsor and support desirable educational legislation and to initiate legislation in the interest of women educators; and to improve the intellectual, social, economic, and political status of women teachers. Qualifications for membership include personal and social leadership, skill in teaching, professional interest and growth, and loyalty to administrators, to fellow teachers, and to the community. Honorary membership is extended to persons of special distinction.

Delta Kappa Gamma members take the initiative in their communities in sponsoring panel discussions, open forums, and other meetings planned to contribute to the cultural life of the community.

The society awards scholarships to outstanding women teachers who are pursuing graduate study at the institutions of their choice.

Phi Delta Kappa is a professional education fraternity for men who are preparing for teaching or administrative positions in schools, or who are successfully serving in such positions. At the University of Southern Mississippi the USM chapter of Phi Delta Kappa elects outstanding graduate students, faculty, and leading school men to its membership. The USM chapter was installed April 24, 1953, and its active membership is more than 300.

The purpose of Phi Delta Kappa is to promote free public education as essential to the development and maintenance of democracy. Three ideals are exemplified in its charter: research, service, and leadership. These professional and fraternal ideals are translated into programs of action appropriate to public education needs.

The American Association of University Women is another linking organization.

The Hattiesburg Branch of the American Association of University Women is a local unit of the national organization of women of similar training and background whose purpose is to promote a practical educational study-action program. The program of the AAUW is devoted to education, wider opportunities for women, international understanding, and the application of the training and abilities of college women to the complex problems of modern life.

A degree from an institution approved by the Association is the requirement for membership. The membership chairman of the local group or the Dean of the University will be happy to check the approved list.

The Hattiesburg Branch meets the third Thursday of each month at the First Mississippi National Bank Auditorium.

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